

**CLOSED MEETING MINUTES
WEDNESDAY, AUGUST 16, 2017
HELD IN THE VILLAGE OF SUNDRIDGE COUNCIL CHAMBERS**

Council moved into closed session at 8:19 p.m.

PRESENT: Mayor Lyle Hall, Deputy Mayor Ryan Jeffers Councillors Don Richardson, Russell Becker, and Jason Newman

STAFF PRESENT: Karen Fraser, Clerk Administrator

The meeting was called to order by Mayor Hall.

This closed session meeting has been call to deal with:

1) **Labour relations or employee negotiations.**

a) Administrative Assistant Position

The Clerk Administrator requested direction from Council concerning the Administrative Assistant Position. Council provided required direction.

2) **Council Education and Training**

a) Incident Reporting

Council received information from the Clerk Administrator regarding roles and responsibilities when reporting incidents. Council discussed public safety, risk and liability, and Council/staff roles, referring to specific incidents for greater clarity. The information was received as part of ongoing education and awareness, with no further action required at this time.

3) **Adjournment at 8:31 p.m.**

Lyle Hall, Mayor

Karen Fraser, Clerk Administrator