

TOWNSHIP OF ADMASTON/BROMLEY

SPECIAL COUNCIL MEETING

Council held a special Council meeting on Monday April 22, 2013 at 11:00 a.m. Present were Mayor Raye-Anne Briscoe, Deputy Mayor Dirk Rook, Councillors Robert Dick, Ray Pender, Michael Donohue and Clerk-Treasurer Annette Louis.

Mayor Raye-Anne Briscoe called the meeting to order

Disclosure of Pecuniary Interest – none

The purpose of the special meeting was to discuss the vacant position of Deputy Clerk-Treasurer.

A draft copy of the job descriptions for Deputy Clerk Treasurer and Clerk-Treasurer were provided to Council for review. A small number of changes were made and Council directed staff to send the amended job descriptions to County of Renfrew Human Resources Director Bruce Beakley so that the Payroll Grid would be updated before the position is advertised.

Upon consideration, the following resolutions were passed:

Resolution No. 23/04/13

Moved by Robert Dick, seconded by Ray Pender

Be it resolved that Council approve the job description for Deputy Clerk-Treasurer as amended pending review of the Pay Grid.

“Carried”

Resolution No. 24/04/13

Moved by Robert Dick, seconded by Ray Pender

Be it resolved that Council approve the job description for Clerk-Treasurer as amended on page 2 pending review of the Pay Grid.

“Carried”

The Mayor recommended a five-member interview panel and Council selected four newspapers for the required advertisement. It was decided to place it in the Arnprior Week-ender, Eganville Leader, Pembroke Daily Observer and Renfrew Mercury and our own website. The approval of the Ad for the Deputy Clerk-Treasurer position was put on hold pending review of the Pay Grid. Council was provided with a competency list of what staff felt would be important as a priority when interviewing applicants for the position. A list of twenty competencies was reviewed and staff recommended five.

Next Meeting – Monday April 29th, 2013 at 11:00 a.m.

Resolution No. 25/04/13

Moved by Ray Pender seconded by Robert Dick

Be it resolved that the Monday April 22, 2013 Special Council meeting be adjourned at 1:00 p.m.

“Carried”

Mayor

Clerk-Treasurer