

TOWNSHIP OF ADMASTON/BROMLEY

**SPECIAL COUNCIL MEETING**

Council held a special Council meeting on Monday April 29, 2013 at 11:00 a.m. Present were Mayor Raye-Anne Briscoe, Deputy Mayor Dirk Rook, Councillors Robert Dick, Ray Pender 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 and the new position of General Office Assistant.

A draft copy of the job description for the General Office Assistant was provided to Council for review. A small number of changes were made and upon consideration, the following resolution was passed:

**Resolution No. 26/04/13**

Moved by Robert Dick, seconded by Ray Pender

Be it resolved that Council approve the job description for the position of a General Office Assistant as amended.

“Carried”

Council was then presented with the Ad for the Deputy Clerk-Treasurer position, which had been put on hold pending review of the Pay Grid.

Upon consideration, the following resolution was passed:

**Resolution No. 27/04/13**

Moved by Ray Pender, seconded by Robert Dick

Be it resolved that Council recommend that the employment opportunity Ad for Deputy Clerk-Treasurer be placed in Renfrew County newspapers.

“Carried”

Council was requested to advise the Clerk-Treasurer if they wish to be a member of the hiring committee for the Deputy-Clerk-Treasurer.

**Resolution No. 28/04/13**

Moved by Ray Pender seconded by Robert Dick

**Be it resolved** that the Monday April 29, 2013 Special Council meeting be adjourned at 12:08 p.m.

“Carried”

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Mayor

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Clerk-Treasurer