

THE CORPORATION OF THE MUNICIPALITY OF NEEBING

MINUTES OF THE SPECIAL MEETING OF COUNCIL

Held at the Municipal Office

On Monday, June 1, 2009

PRESENT:

Councillor Dawne Kilgour  
Councillor Roger Shott  
Councillor Maureen Schmidt  
Councillor Beverly Mercer  
Clerk Delma Stajkowski

ABSENT:

Mayor Steven Harasen  
Councillor Bev Dale  
Councillor James Jeffery

Deputy Mayor Kilgour called the meeting to order at 2:09 p.m.

DISCLOSURE OF CONFLICT OF INTEREST:

No disclosure was made at this time.

RESOLUTIONS:

Declaring this a Special Meeting of Council to review personnel issues

Res. No. 220-06-2009

Moved by: Beverly Mercer  
Seconded by: Maureen Schmidt

THAT this be declared a Special Meeting of Council to review personnel issues.

**CARRIED**

DISCUSSIONS:

To adjourn to an In-Camera Session to review personnel issues

Res. No. 221-06-2009

Moved by: Beverly Mercer  
Seconded by: Roger Shott

THAT the time being 2:12 p.m., this Special Meeting of Council is adjourned to an In-Camera Meeting to discuss personnel issues.

**CARRIED**

Job descriptions for the Clerk and Treasurer were reviewed.

ADJOURNMENT:

Res. No. 222-06-2009

Moved by: Roger Shott  
Seconded by: Maureen Schmidt

THAT the time being 3:59 p.m., the In-Camera portion of the meeting is hereby adjourned and the Special Meeting is resumed.

**CARRIED**

Changes noted were:

- take "alternate structures" out of the definitions
- for the Clerk-Deputy Treasurer
  - u. Change "alternative structures" to read "best practices and performance measures"; change "systems" to "alternate bodies of government"
- for the Treasurer-Deputy Clerk
- under Scope of Position
  - a. - remove "s" on "directions"
  - b. - add "in order" after "Municipality"
  - c. - remove "it's"
  - d. - add ", and" between "Boards, Administrative"; remove "and Management Staff"
  - e. - remove "Department Heads" and "compile and co-ordinate information requirements and"; add "written" after "prepare"
  - f. - add "financial" between "all provisions"
  - g. - remove "with the Municipal Auditor and Solicitor, as well as"
  - h. - change to read "Maintains a high level of expertise through attendance at relevant seminars, course, workshops and managerial training programs. Ensures Councils awareness of new Legislation that may affect the municipality."
  - m. - change "it's" to "its"
  - t. - period after "programs"; delete the rest of the sentence
  - w. - delete in its entirety
  - x. - delete in its entirety
  - bb.- delete "ii"

Discussion: con't

- cc.- period after "inquires"; delete the rest of the sentence
- dd.- delete in its entirety
- ee.- take out the period after "year"; close up ).
- gg.- change "prepares" to "Ensures"; add "are prepared" after "general)"
- hh.- delete entire sentence
- ii.- add "and receivable" after "bank"
- under "Working Conditions"
  - 1<sup>st</sup> paragraph - add "necessary" between "balance accessibility"
  - 2<sup>nd</sup> paragraph - comma after "deadlines" - change Clerks descriptions to read the same.
  - 3<sup>rd</sup> paragraph - period after "extensive"; delete "as"; capitalize "the"; remove "the" before attendance"; change "as well as" to "and"; insert "meeting" after "Standing Committees"; period after "information" and delete the remainder of the paragraph.
  - 4<sup>th</sup> paragraph - remove it entirely; delete in Clerks as well
- under "Working Relationships"
  - remove "Mayor and Council"
  - 1<sup>st</sup> & 2<sup>nd</sup> paragraphs - change "principles" to "principals"
  - 1<sup>st</sup> paragraph - add comma after "policies" - Clerks as well
  - 2<sup>nd</sup> paragraph - add comma after "community"
  - 5<sup>th</sup> paragraph - delete "and services"
  - remove "Retained Services"
  - 6<sup>th</sup> paragraph - change "good" to "positive"; delete "providing"
  - 7<sup>th</sup> paragraph - change "Maintains close working relationship" with "Works"; delete "comma" after Auditors; remove "including" and insert "to facilitate"; remove "statements" after "FIR"
  - 8<sup>th</sup> paragraph - insert "general non-confidential" between "of financial"; delete "and" between "financial and accounting"; add "and managerial" between "accounting and information"
  - delete paragraph 9

Discussion: con't

- under Knowledge, Skill and Education
  - 1<sup>st</sup> paragraph - delete "require sound"; capitalize "knowledge"; remove period and add "including municipal auditing requirements and FIRs"
  - 2<sup>nd</sup> paragraph - delete "local"; end the sentence at "Finance"
  - 3<sup>rd</sup> paragraph - delete
  - 4<sup>th</sup> paragraph - remove "thorough"; capitalize "knowledge"
  - 5<sup>th</sup> paragraph - remove "good"
  - 8<sup>th</sup> paragraph - change to read "Demonstration of strong,"
  - 9<sup>th</sup> paragraph - change to read "Effective communication"
  - 10<sup>th</sup> paragraph - delete
- under Impact of Error
  - this should be changed to read the same as the Clerks

As the allotted timeframe for this session had expired Council directed that the changes be made and the document be put on the Agenda for the next meeting of Council on Wednesday.

ADJOURNMENT:

Res. No. 223-06-2009

Moved by: Maureen Schmidt  
Seconded by: Roger Shott

THAT the time being 4:00 p.m., this Special Meeting of Council is hereby adjourned.

**CARRIED**

SPECIAL MEETING OF COUNCIL

\_\_\_\_\_  
DEPUTY MAYOR  
Dawne Kilgour

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Clerk  
Delma Stajkowski, AMCT