

THE CORPORATION OF THE MUNICIPALITY OF NEEBING

MINUTES OF THE SPECIAL MEETING OF COUNCIL

Held at the Municipal Office

On Wednesday, May 27, 2009

PRESENT: Mayor Steven Harasen
Councillor Dawne Kilgour
Councillor Roger Shott
Councillor Bev Dale
Councillor James Jeffery
Councillor Beverly Mercer
Clerk Delma Stajkowski

ABSENT: Councillor Maureen Schmidt

Deputy Mayor Kilgour called the meeting to order at 5:35 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. 214-05-2009

Moved by: Roger Shott
Seconded by: Beverly Mercer

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. 215-05-2009

Moved by: B. A. Dale
Seconded by: Beverly Mercer

THAT the time being 5:36 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. 216-05-2009

Moved by: Beverly Mercer
Seconded by: B. A. Dale

THAT the time being 7:25 p.m., the In-Camera portion of the meeting is hereby adjourned and the Special Meeting is resumed.

CARRIED

Changes noted were:

- definitions section to be added
- for the Clerk-Deputy Treasurer
- under Purpose of Position - add "according to all relevant legislation" after "to perform the statutory duties of the Clerk"
- under Scope of Position
 - b. - delete "have" between "performs and general"; delete "s" on directions
 - c. - should be "its" not "it's"
 - d. - comma after "information"; delete "requirements and"; add "written" before commentary
 - e. - add commas after "attends and represented"
 - h. - add definition for "statutory officers"
 - i. - delete "to Council direction"
 - l. - add "s" to relationships; delete "the Municipal Auditor and Solicitor, as well as"
 - o. - see if this is covered elsewhere
 - s. - add "relevant" between "at and seminars"; period after "programs"; delete "and as well as ensuring"; begin new sentence with "Ensures Councils"
 - t. - rework sentence to read "Works in conjunction with Council to review and evaluate, on an ongoing basis, the effectiveness of the total organization."
 - u. - define "alternate structures"
 - aa.- remove "for the"
 - cc.- delete "/Policy"
 - dd.- delete in its entirety
 - ee.- delete in its entirety
 - ff.- period after "inquires"; delete the rest
 - jj.- period after "Council"; delete the rest
- under Working Conditions:
 - last sentence - add "There are" at the beginning
- under Working Relationships:
 - delete headings "a. Mayor and Council; b. Staff; Retained Services; d. Other Governments; Public and Media"
 - both paragraph 1 and 2 should be "Principal"
 - 2nd paragraph should have a comma after "community"
 - 6th paragraph change "good" to "positive"
 - Remove paragraphs 8 and 9

- under Knowledge and Skill
 - capitalize "knowledge and skill"
 - paragraph 2 - change "High" to "Effective"
 - 6th paragraph should read "Minimum high school or equivalent certification"; comma after "college"
 - 8th paragraph - spelling error "Demonstration"; delete comma after "strong"
 - delete paragraph 11
- under Impact of Error
 - paragraph 2 should be bulleted -
 - by the public
 - in the management of the municipality
 - by the Mayor and Council
 - paragraph 3 should become paragraph 4 and paragraph 4 move to 3
 - paragraph 4 - 2nd sentence - "would" should be changed to "could"; change "resulting" to "result"
- add "Bonding"
 - add "The person must be of good character and must be able to be bonded"
- for the Treasurer-Deputy Clerk
- under Reporting Relationship
 - change to read "Reports to Council through the Clerk"
- under Purpose of Position
 - paragraph 6 - change "Municipal" to "Administrative"
 - paragraph 9 and 10 - small "p" on "Prepares"
 - paragraph 10 - delete "Actual to Budget...analysis" and insert "Financial Statements and Reports"

As the allotted timeframe for this session had expired Council determined that they would adjourn and reconvene on Monday, June 1 at 2:00 to finalize the documents.

ADJOURNMENT:

Res. No. 217-05-2009

Moved by: B. A. Dale
Seconded by: Beverly Mercer

THAT the time being 7:26 p.m., this Special Meeting of Council is hereby adjourned.

CARRIED

SPECIAL MEETING OF COUNCIL

MAYOR
Steven Harasen

Clerk
Delma Stajkowski, AMCT