

MINUTES – SPECIAL MEETING
April 13, 2015

PRESENT: Mayor Kevin Holland
Councillor Grant Arnold
Councillor Robert MacMaster
Councillor S. Maxwell
Councillor Cathy Woodbeck

ALSO PRESENT:

1. **CALL TO ORDER**

Mayor Holland called the meeting to order at 6:30 pm.

2. **ADOPTION OF THE AGENDA**

Resolution No. 2015- 76

Moved by Councillor MacMaster
Seconded by Councillor Woodbeck

THAT the Meeting Agenda be adopted as prepared
CARRIED.

3. **DECLARATION OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest on the part of any member of Council present.

4. **BUDGET UPDATE**

Mayor Holland provided a short update on the activities of the Budget Committee. It was noted that a completed budget should be available shortly.

5. **REVIEW OF CORPORATE STRUCTURE**

Council reviewed the positions identified on the corporate structure chart and identified the persons responsible for those positions. Council also reviewed the job descriptions as presented, as well as a discussion on succession planning, a job performance review policy and the development of a policy for a written inter-office memo system of communication. The Treasurer was directed to amend the job descriptions as directed and to bring back draft policies for Council's review.

6. **ADJOURNMENT**

Resolution No. 2015 -77

Moved by Councillor Arnold
Seconded by Councillor Maxwell

THAT we do now adjourn this meeting at 8:50 pm.
CARRIED.

Mayor

Clerk