

Minutes of an Extraordinary Meeting of Council of the Municipality of the Township of Arundel held this **10th day of May, 2022 at 6:34 p.m.**

Present and forming quorum under the chairmanship of Mayor Pascale Blais, Councillor Tamara Rathwell and the following Councillors: Stéphane Carrière, Danny Paré, Richard E. Dubeau, Simon Laforest and Dale Rathwell.

The Director General and Clerk-Treasurer Johanne Laperrière is present.

### **Agenda**

#### **1. Establishment of quorum and opening of the meeting**

#### **2. Question period**

#### **3. Adoption of the agenda**

#### **4. Financial and Administrative Management**

4.1 Resignation - Administrative Assistant and Assistant Clerk Treasurer - Mrs. Carole Brandt

4.2 Appointment of a selection committee for the position of Administrative Assistant and Assistant Clerk-Treasurer

4.3 Temporary Hiring - Administrative Assistant and Assistant Clerk Treasurer - Ms. Brenda Howard

#### **5. Closing of the meeting**

#### **1. Establishment of quorum and opening of the meeting**

The meeting was called to order at 6:34 p.m. The Mayor of the Municipality of the Township of Arundel and Chairperson of the meeting, Mrs. Pascale Blais, noted the regularity of the meeting given that all members of council were present and that they waived the notice of meeting.

#### **2. Question period**

**2022-0088**

#### **3. Adoption of the agenda**

It is moved by Councillor Dale Rathwell

and carried that the agenda be **ADOPTED** as presented.

**ADOPTED UNANIMOUSLY**

#### **4. Financial and Administrative Management**

**2022-0089**

**4.1 Resignation - Administrative Assistant and Assistant Clerk Treasurer - Mrs. Carole Brandt**

**WHEREAS**, Ms. Carole Brandt submitted her letter of resignation on May 2, 2022 with an effective date of May 1, 2022;

**CONSEQUENTLY,**

It is moved by Councillor Tamara Rathwell

and carried to

**ACCEPT** the resignation of Ms. Carole Brandt as Administrative Assistant and Assistant Clerk-Treasurer, effective May 1, 2022, and thank her for her work.

**ADOPTED UNANIMOUSLY**

**2022-0090**

**4.2 Appointment of a selection committee for the position of Administrative Assistant and Assistant Clerk-Treasurer**

**WHEREAS** the municipality is taking steps to fill the position of administrative assistant and clerk-treasurer whose position has been vacant since May 1, 2022

**WHEREAS** it is appropriate to ensure an efficient selection process of candidates for this position in order to better meet the needs of the municipality and ensure the optimization of its resources, in accordance with the orientation # 1 of the 2022 Council's major orientations

**WHEREAS** that it is necessary to appoint a selection committee to analyze the applications and conduct interviews for the selection of candidates for this position, and then report and make selection recommendations to Council.

**CONSEQUENTLY,**

It is moved by Councillor Simon Laforest

and carried to

**APPOINT** a selection committee for the position of Administrative Assistant and Assistant Clerk-Treasurer composed of Councillor Tammy Rathwell, Councillors Dale Rathwell and Richard Dubeau and Mayor Pascale Blais.

**ADOPTED UNANIMOUSLY**

**2022-0091**

**4.3 Temporary Hiring - Administrative Assistant and Assistant Clerk Treasurer - Ms. Brenda Howard**

**WHEREAS** the vacancy of the position of administrative assistant and clerk-treasurer since May 1, 2022, and the resulting need for assistance.

**WHEREAS** before the vacancy of this position, there was already an excess of work for this position.

**WHEREAS** the occasional availability of Ms. Brenda Howard and the current circumstances.

**CONSEQUENTLY,**

It is moved by Councillor Stéphane Carrière

and carried to

**HIRE** Mrs. Brenda Howard as temporary administrative assistant and assistant clerk-treasurer of the Municipality of the Township of Arundel, in accordance with the conditions provided for in the collective agreement in effect.

**ADOPTED UNANIMOUSLY**

**2022-0092**

**5. Closing of the meeting**

It is moved by Councillor Richard E. Dubeau

and carried that the meeting be closed at **6:40 pm.**

**ADOPTED UNANIMOUSLY**

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Pascale Blais, LL.B., B.A.  
Mayor

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Johanne Laperrière, BAA  
Director General and Clerk-Treasurer.