

Rural Municipality of Crapaud

Special Council Meeting

Thursday July 16, 2020

7:00 pm

Crapaud Community Hall

Meeting Minutes DRAFT

Present: Mayor: Neila Auld
Deputy Mayor : Donna Henley
Councillors: Stan Baker
(2 vacancies) Bill Chester
Evan Auld (via telephone)
Staff: Barbara Weeks (CAO)
Erin Pollard-Feehan (Administration Assistant)

1. **Introductions**

2. **Call to order:** The meeting was called to order at 7:00 pm by Mayor Auld.

3. **Approval of Agenda for Thursday July 16th, 2020**

It was so moved by Councillor Chester and seconded by Councillor Henley to approve the meeting 9agenda for July 16th, 2020.

4. **Declaration of Conflict of Interest:** None declared.

5. **Human Resources Updates:** Mayor Auld announced that CAO, Barb Weeks, has submitted her resignation. Appreciation for Barb's hard work was given by council. Mayor Auld received advice from Municipal Affair on how to move forward and the following motions were proposed.

Motion 2020-093: It was so moved by Councillor Chester and seconded by Councillor Henley to appoint Erin Pollard-Feehan, as the interim CAO for the month of August while the hiring process for a new CAO takes place. Motion carried unanimously.

Motion 2020-094: It was so moved by Councillor Chester and seconded by Councillor Henley to increase Erin's hourly wage from \$15/hr to \$20/hr. Motion carried unanimously. Erin's wage for \$15/hr is already being paid for in full by SkillsPEI, but the increase of \$5/per hour will be paid for by council and will account for the increase in responsibilities.

Motion 2020-095: It was so moved by Councillor Chester and seconded by Councillor Henley to hire a recruiter to recruit someone to fill the CAO position full time. This will eliminate any bias in the hiring process. Motion carried unanimously.

Motion 2020-096: It was so moved by Councillor Chester and seconded by Councillor Henley to accept Mayor Auld's appointment of a hiring committee consisting of herself, Councillor Henley, and Councillor Baker to work with the recruiter. Motion carried unanimously.

Motion 2020-097: It was so moved by Councillor Chester and seconded by Councillor Henley to hire a bookkeeper from MRSB to come in 1-2 times a month to do the bookkeeping, during both Erin's appointment as CAO and to ease the transition for a newly hired CAO. Motion carried unanimously.

6. **Election Proceeding changes**

Motion 2020-098: It was so moved by Councillor Chester and seconded by Councillor Henley to keep Barb as the Municipal Election Officer to finish the current election after her appointment as CAO has ended. Motion carried unanimously.

Motion 2020-099: It was so moved by Councillor Henley and seconded by Councillor Chester to appoint Erin as the Deputy Municipal Election Officer. Motion carried unanimously.

7. **Date of Next Regular Council Meeting** – Tuesday August 18th, 2020 at 7:00 pm at the Crapaud Community Hall.

8. **Adjournment:** It was so moved by Councillor Henley and seconded by Councillor Chester to adjourn the meeting at 7:20 pm.