

**Emergency Meeting
December 1, 2021**

Present: Mayor James Cashin
Deputy Mayor Eileen Hann
Councillor Gordon Johnston
Councillor Michael McCann – Did not attend
Councillor Jan Crane – Did not attend

Members of the public: Denis Burke
Marion Sampson

Mayor Cashin called the meeting to order at 7:45 p.m.

Purpose of this meeting was to discuss:

Job Descriptions of :

- Clerk

Motion 64-2021 Mayor Cashin / Councillor Johnston

Resolved, that, given the amount of time that the Clerk has worked for the Town of Port au Port East (20 years), she will be entitled to three (3) weeks of vacation annually. Vacation shall not be taken between the months of Jan. 01 and March 31 of each year due to this being the busiest time of the year; audit/billing and that no more that 2 weeks consecutively.

**All In Favor
Motion Carried**

Title review of Clerk

Motion 65-2021 Deputy Mayor Hann / Councillor Johnston

Resolved, that, effective immediately, the Town Clerk will now be known as Town Clerk / Manager and that she will continue to carry out day to day operations as previous.

**All In Favor
Motion Carried**

Spending Authority of Town Clerk / Manager

Motion 66-2021 Councillor Johnston / Deputy Mayor Hann

Resolved, that, the Town Clerk / Manager be given a spending limit of \$5,000.00 for any transaction without council authorization. Contract/Project invoices exceeding this amount has already been approved ie: water projects, snow clearing and waste disposal; and will be paid as they come in. In an emergency, more that the limit may be spent but the expenditure must be reported at the next meeting.

All In Favor
Motion Carried

Job Description

- Water Operator / Maintenance (Full-Time)

Motion 67-2021

Councillor Johnston / Deputy Mayor Hann

Resolved, that, the Job Description as prepared and agreed to by the Town full-time water/maintenance operator and the Town of Port au Port East will be accepted. Entitled to two (2) weeks of vacation per year up to 10 years. After which time, an additional week will be granted. In lieu of overtime, time off will be granted at a time mutually agreed upon by the worker and Town Clerk / Manager.

All In Favor
Motion Carried

- Water Operator / Maintenance (Part-Time)

Motion 68-2021

Deputy Mayor Hann / Councillor Johnston

Resolved, that, the Job Description as prepared and agreed to by the Town part-time water/maintenance operator and the Town of Port au Port east will be accepted. Entitled to two (2) weeks of vacation per year up to 10 years. After which time, an additional week will be granted. Worker will be paid regular time up to forty (40) hours per week.

All In Favor
Motion Carried

Adjournment

Time of Adjournment: 8:07 p.m

Mayor

Jim Cashin

Clerk / Manager

Florence Barteaux