

TOWN OF KAMSACK
SPECIAL MEETING OF COUNCIL
JULY 24, 2023

<u>PRESENT:</u>	Mayor Nancy Brunt, Councilors Jodi Sas (via telephone), Lyle Romaniuk, Claire Bishop, Bryce Erhardt, Darren Kitsch, Shelley Filipchuk, CSO Sherise Fountain	
<u>ORDER:</u>	<p>Mayor Nancy Brunt called the meeting to order at 6:30 pm in the Town Council Chambers.</p> <p>The Administrator shall call a special meeting of council whenever requested to do so in writing by the mayor or a majority of the members.</p> <p>If the position of Administrator is vacant or the Administrator is unable to act, a Program Manager shall call a special meeting of the council wherever requested to do so in writing by the mayor or a majority of the members, pursuant to Sec. 81.1 MA of the Act.</p> <p>In this circumstance, council must also appoint a person as acting administrator for the purpose of taking the minutes for at least this meeting.</p>	
S001-23 Kitch	<p><u>Enacting Temporary Hiring Committee</u></p> <p>WHEREAS the Town of Kamsack has received and accepted the resignations of the following:</p> <ul style="list-style-type: none"> • Town Administrator – Aimee Kerluke (effective July 28, 2023 with holidays from August 12th – August 31st, 2023) and on sick leave from July 15th until August 11th, 2023; • Assistant Administrator – Maxine Wright as of July 3, 2023; • Operations Manager – Don Wright as of July 5, 2023; <p>And, the approved one year leave of absence (without pay) of Administration Clerk – Siarron Sinclair from July 17, 2023 to July 13, 2024;</p> <p>WHEREAS the current Town Administrator is on doctor-ordered sick leave until August 11th, 2023 and from August 12th to August 31st, 2023 is on approved vacation leave and there is no Assistant Town Administrator or other employee to delegate powers, duties or functions to by the current Administrator;</p> <p>THEREFORE, Council has agreed to the following:</p> <p>As per Section 114 of the Municipalities Act, by majority vote, to dissolve Aimee Kerluke of the position of Town Administrator and</p>	CARRIED.

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	<p>all duties, powers and functions assigned to an Administrator effective July 24, 2023.</p> <p>FURTHERMORE, Council, with majority vote, will discuss and consider options for the appointing of a temporary Town Administrator as per Section 110.1(2) – if for any reason the Administrator is unable to act, a council shall appoint within 30 days after the administrator is unable to act to fill the position of Administrator of the municipality in an acting capacity - dates of temporary appointment from July 25, 2023 up to October 24, 2023 or sooner as determined by Town Council or a full-time Town Administrator is appointed;</p> <p>FURTHERMORE, the temporary appointed Town Administrator shall only perform the duties and exercise the powers and functions assigned to an Administrator as per Sec. 110(3)(a) by the Municipalities Act and other Acts; and (b) those specified by the Town of Kamsack Council.</p> <p>FURTHERMORE, Council will approve an interim hiring committee from July 24, 2023 to September 11, 2023, unless a full-time Town Administrator is appointed. The committee will consist of the Mayor Nancy Brunt and two Councilors, Lyle Romaniuk and Claire Bishop (with Councilor Jodi Sas as an alternate). This committee will review, interview and recommend qualified candidates for the following available positions with the Town of Kamsack – Assistant Town Administrator (out of scope); Temporary Administration Clerk I (as per CUPE Collective Agreement or as per Council); Public Works Manager (out of scope); and Water Treatment Manager (out of scope) and any other Town of Kamsack positions that become open within the interim hiring committee's time frame.</p> <p>THEREFORE, Council ratifies the position of Town Administrator to be considered vacant and to be temporarily filled by the person Council, by majority vote, chooses for the time frame specified above and consider options presented to appoint a full-time Town Administrator at such time as an appropriate candidate is presented.</p> <p>S001.1-23 THEREFORE, Council, by full recorded vote, appoint Sherise Fountain as temporary Town Administrator for the Town of Kamsack as per Sec. 110.1(2), effective July 25, 2023 to September 11, 2023, with extension as needed and approved by Council up to October 24, 2023 or when a full-time Administrator is appointed.</p> <p>FURTHERMORE, temporarily appointed Town Administrator Sherise Fountain shall only perform the duties and exercise the powers and functions assigned to an Administrator as per Sec. 110(3)(a) by the Municipalities Act and other Acts; and (b) those specified by the Town of Kamsack Council which includes all required signing and approval authorities for the continued operations of the Town of</p>	
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	Kamsack Administration. FURTHERMORE, to have the interim hiring committee review, interview as needed and recommend suitable candidates for the above listed positions and any other positions that may become available during this committee's specified time frame.	
S002-23 Filipchuk	<u>Adjourned</u> THAT the meeting be adjourned. (8:45 p.m.)	CARRIED.
	<i>A round table discussion was held for information sharing purposes.</i>	

Approved by Council in Session this 24th day of July, 2023.

Mayor

Administrator