

## COMMITTEE OF THE WHOLE

### Minutes of the Meeting

January 16, 2018

1. Vice-President Logan called the meeting to Order at 8:00pm.
2. Vice-President Logan requested that a roll call be taken to record the attendance for the meeting. The Clerk called the roll – Councillors Brasco, Darcy, Fowler, Harris, LaCava, D. Leblanc, R. LeBlanc, Mackin, McLaughlin, McMenimen, Romard, Stanley, Vidal, Waddick and Logan were present.
3. A motion by President LeBlanc to approve the minutes of the COW meeting held on December 26, 2017 was adopted on a voice vote and the minutes of December 26, 2017 were approved.
4. A resolution concerning the vacancy in the Office of City Clerk was submitted by Vice President Logan. Councillor Waddick recused himself from discussion on the matter. President LeBlanc moved to request the Assistant City Clerk provide copies of the procedures that were used by the City Council when it last filled the position of Assistant City Clerk. The motion was adopted on a voice vote. During the discussion of the vacancy of the City Clerk position, President LeBlanc moved to request authority to sign the personnel action form to pay the current Assistant City Clerk out-of-grade as the City Clerk until the position is filled. President LeBlanc explained the conversations she had with Assistant City Solicitor Patricia Azadi and City Auditor Paul Centofanti about the process. The City Auditor stated that he spoke to the HR Director and asked her to contact President LeBlanc. Several councillors asked questions about any past precedent in the City Clerk's Office to pay an employee out-of-grade. The City Auditor explained the current Executive Assistant, through her Union, requested and received out-of-grade pay as the Assistant City Clerk when former Assistant City Clerk Curtin was on leave and until the current Assistant City Clerk Vizard was appointed. Councillor Romard questioned the similarity of duties between the City Clerk and Assistant City Clerk positions. Councillors Fowler, McLaughlin and Harris expressed support for the out-of-grade pay. Councillor Romard moved to request the HR Director provide Councillors with a copy of the current job description for the Assistant City Clerk position. The motion was adopted on a voice vote. The original motion of President LeBlanc to request authority to sign the personnel action form to pay the current Assistant City Clerk out-of-grade as the City Clerk until the position is filled was adopted on a roll call vote of 13 in favor (Brasco, Darcy, Fowler, Harris, LaCava, D. Leblanc, R. LeBlanc, Mackin, McLaughlin, McMenimen, Stanley, Vidal & Logan) 1 opposed (Romard) and 1 recused (Waddick). President LeBlanc moved to place the matter on the table. The motion was adopted on a voice vote and the matter was tabled.

5. A motion by President LeBlanc to adjourn was adopted on a voice vote, and the Chair declared the Committee adjourned at 8:30pm.

Paul G. Centofanti – Clerk to the Committee of the Whole