

THE CORPORATION OF THE TOWNSHIP OF HORTON

Special Council Meeting

CAO/Clerk's Job Appraisal and Finish Review of draft Job Descriptions

December 7, 2012

There was a Special Meeting of Council to carry out the performance appraisal for the CAO/Clerk and to complete the review of the draft job descriptions held in the Municipal Council Chamber on Friday December 7, 2012. Present was Mayor Don Eady and Councillors Glen Campbell, Bob Kingsbury and Margaret Whyte. Also present was Susan Humphries, the public member on the Human Resources Committee. Absent was Councillor Jamey Larone.

1. CALL TO ORDER

Mayor Eady called the Meeting to Order at 9:04 a.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by Members of Council or Staff.

3. CAO/CLERK'S JOB APPRAISAL

The CAO/Clerk presented the Members with the forms for the appraisal and a copy of his self assessment for their review. He left the Council Chambers at 9:15 while Council Members discussed his appraisal. He was called back into the Chambers at 10:40 a.m. and Council Members discussed their appraisal concerns with the CAO/Clerk. This discussion continued until 1:00 p.m.

Council recessed for lunch at 1:00 p.m. and returned to the meeting at 1:35 p.m. with the same members present.

4. CONTINUE WITH REVIEW OF DRAFT JOB DESCRIPTIONS

Councillor Kingsbury, Chair of the Human Resources Committee chaired the remainder of the meeting.

- Administrative Assistant

Council Members met with Rose Curley, Administrative Assistant to review the draft job description for her position. During the meeting, changes were made to properly describe her duties in the Municipal Office.

- Public Works Superintendent

Council Members met with Rod Eady, Public Works Superintendent to review the draft job description for his position. During the meeting, changes were made to properly describe his position duties.

Time did not permit a review of the job descriptions with the Truck Driver-Equipment Operators and the Landfill Attendant- Labourer. Arrangements will be made to do this in the New Year.

5. OTHER BUSINESS

There was no other business discussed

6. ADJOURNMENT

Mayor Eady declared the meeting to be adjourned at 4:00 p.m.

MAYOR

CAO/Clerk