

THE CORPORATION OF THE TOWNSHIP OF HORTON

Sub-Committee – Public Works Manager

November 2, 2012

There was a Meeting of the Sub-Committee appointed to discuss the management of the Public Works Department held in the Municipal Council Chambers on Friday November 2, 2012. Present was Chair Bob Kingsbury, Mayor Don Eady and Councillors Glen Campbell and Margaret Whyte. Absent was Susan Humphries. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Kingsbury called the Meeting to Order at 1:09 p.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by Members of the Sub-Committee or Staff.

3. ADDITIONS TO AGENDA.

There were no additions to the agenda.

4. MANAGEMENT OF PUBLIC WORKS DEPARTMENT

Chair Kingsbury and the Members reviewed the Position Responsibilities: sub heading “Program/Service” clauses 1 to 26 set out on pages 2 and 3 of the draft job description prepared by staff. Changes to numerous sections were recommended. One section on budget preparation was left for input by the Finance Manager.

Chair Kingsbury proposed that the meeting end at this point to continue the discussion on additional sections of the draft description at a later date.

5. NEXT SUB-COMMITTEE MEETING

The Committee agreed to meet on Friday November 30, 2012 at 1 pm to continue the discussion on the draft job description.

6. ADJOURNMENT

Moved by Glen Campbell, Seconded by Margaret Whyte that the Sub-Committee adjourn this meeting at 2:35 p.m.

Carried

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CHAIR

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CAO/Clerk