

THE CORPORATION OF THE TOWNSHIP OF HORTON

Human Resources Committee  
Administration Department Job Descriptions

November 9, 2012

There was a Meeting of the Human Resources Committee held in the Municipal Council Chamber on Friday November 9, 2012. All Council Members were invited to attend. Present was Chair Bob Kingsbury and Susan Humphries. Also present from Council was Councillor Glen Campbell. Absent were Mayor Eady and Councillors Larone and Whyte.

1. CALL TO ORDER

Chair Kingsbury called the Meeting to Order at 9:30 a.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by members of the Committee or Staff.

3. JOB DESCRIPTIONS:

- Review draft descriptions for Administration Staff

Chair Kingsbury suggested that the Members review the job description for each staff position in the Municipal Office and ask the employee to be present when reviewed. The Members agreed.

Staff positions reviewed was CAO/Clerk, Finance Manager, Recreation Program Manager and Receptionist/Clerk. The Administrative Assistant was not available to meet at this meeting so her description will be reviewed later when the Public Works employee descriptions are reviewed.

4. DATE FOR REVIEW OF PUBLIC WORK'S STAFF DESCRIPTIONS

The Committee agreed that they will meet on December 7, 2012 following the annual appraisal of the CAO/Clerk when all Council Members are present which starts at 9 a.m.

5. OTHER BUSINESS

There was no other business discussed.

6. ADJOURNMENT

Moved by Susan Humphries, Seconded by Glen Campbell that this Committee Meeting be adjourned at 12:07 p.m.

Carried

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CHAIR

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CAO/Clerk