

THE CORPORATION OF THE TOWNSHIP OF HORTON

Sub-Committee for Management of the
Public Works Department

October 12, 2012

There was a Sub-Committee Meeting to continue the discussion on creating a position to manage the Public Works Department. Present was Councillor Bob Kingsbury, Chair of Human Resources Committee, Mayor Don Eady, Councillors Glen Campbell and Margaret Whyte and Susan Humphries (to 11:45 a.m.), ratepayer member on Human Resources Committee. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Kingsbury called the meeting to order at 11:20 following the Human Resources Committee Meeting.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by members of the committee or staff.

3. ADDITIONS TO AGENDA AND APPROVE AGENDA

There were no additions to the agenda requested.

Moved by Don Eady

Seconded by Margaret Whyte

That the Sub-Committee Members approve the agenda for this meeting.
Carried

4. MANAGEMENT OF THE PUBLIC WORKS DEPARTMENT

Chair Kingsbury suggested that the Members consider discussing the job description. He recalled that the County HR Director had suggested that in creating a job description for a position that we look at the position, not the person who may be filling the position. Staff can then decide if they wish to apply for this new position. He reviewed the circumstances that lead to the creation of the former Municipal Infrastructure Manager position.

Chair Kingsbury said it is up to this Sub-Committee to put down what the duties of this position should be.

Councillor Whyte said looking back it has been a difficult time without a full time Recreation person. Experiencing that, she said she sees the advantage of one person responsible for the Public Works Department and Landfill Site. She added that we don't need another operator, we need someone to oversee the department, forecast next year, manage staff etc. They must have computer skills, asset management experience, ability to prepare a 10 year capital forecast and demonstrate management skills.

Councillor Campbell suggested the Committee look at the extra duties staff have taken on in the absence of a Manager and create a job description. We need to define what the Infrastructure Manager duties

were and what the Public Works Superintendent's duties have been for the past 5 years and subtract what the office staff is doing now.

Mayor Eady suggested we have to come up with a sense of direction where we want to go. He is concerned with the cost of a position. He said he is not sure there is a better way to spend this money. He described a new idea the Waste Management Committee is considering when they meet a consultant for guidance later today, where an outside person could take over part of a staff role. If you look at roads, we would have needed an engineer on Pinnacle Road project. Public Works Department has put out a lot of work in the past 2 months.

Chair Kingsbury suggested that once we have the job description together, then we should look at money requirements.

Mrs. Humphries suggested the first item is the job description. This is most important. Maybe then we could see if we could divide up part of the duties with a consultant. She suggested that we look at who is taking up the duties now and decide if they can continue with the extra duties. We need to get samples of a Public Works Manager job description.

Chair Kingsbury had samples of several job descriptions from Ontario municipalities. Susan Humphries said we need to start off with the ideal job description.

Councillor Campbell said we need to look at the pay scale. If we can come up with a job description, he would support a progressive pay rate.

Chair Kingsbury asked if the Chief Building Official would be included in this job description. Should we look at a position to cover Public Works and Landfill Site? He asked the members if they could start with a consensus to begin researching a job description for this position.

Moved by Margaret Whyte, Seconded by Glen Campbell that this Sub-Committee agree to concentrate on researching a job description for a person to manage the Public Works Department and the operation of the Landfill Site, and that the Chief Building Official's duties that were included in the job description for the Municipal Infrastructure Manager not be included in the job description for a Public Works Manager.

Carried

Chair Kingsbury asked the members to review a job description that was drafted by the Finance Manager using Horton's job description for the Infrastructure Manager and the Public Works Superintendent for the Township of Greater Madawaska.

Jennifer Barr, Finance Manager was invited to join the meeting to discuss what was involved with maintaining the Township's Asset Data Registry. She said we need someone to continually update the information and be able to assess conditions of the asset. We have a 2009 data registry that needs to be updated to current. It involves two people, one with a technological background and a finance person.

The Sub-Committee Members discussed the first page of the draft job description and agreed to continue the review of the draft on November 2 at 9 a.m.

5. OTHER BUSINESS

Councillor Whyte informed the members that the person who sets up and tears down the chairs and tables at the community centre is on leave for at least a year. We may need to temporarily replace him during this period.

Chair Kingsbury agreed to speak to the family and see if they need assistance during this period.

6. ADJOURNMENT

Moved by Margaret Whyte, Seconded by Glen Campbell that this Sub-Committee meeting be adjourned at 12:38 p.m.

Carried

CHAIR

CAO/Clerk