

THE CORPORATION OF THE TOWNSHIP OF HORTON

Joint Human Resources & Public Works Committee Meeting

March 20, 2013

There was a joint meeting of the Human Resources Committee and the Public Works Committee held in the Municipal Council Chambers on Wednesday March 20, 2013 to review the applications received for the Public Works Manager Position. Present was Chair Bob Kingsbury (HR) Chair Glen Campbell (PW), Mayor Don Eady, Councillor Jamey Larone, Susan Humphries (HR), Murray Humphries (PW) and Rick Lester (PW). Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Kingsbury called the Meeting to Order at 11:34 a.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by Members of the Committees or staff.

3. REVIEW OF APPLICATIONS RECEIVED FOR PUBLIC WORKS MANAGER POSITION

Chair Kingsbury reported that 17 applications had been received for the Public Works Manager position and copies of the applications were sent out to each Committee Member for their review prior to this meeting. He reviewed a spreadsheet prepared by staff for the Members to analyze each application to assist with the short listing process.

The Members reviewed each application and the spreadsheet was completed for the applications the Members considered as the top six.

Mayor Eady's Plan

Mayor Eady informed the Members that he had been formulating a different plan to fill this position while he had been off on health leave. He requested that this discussion be held in Closed Session as it identified an individual who is still employed with an upper tier municipality.

Moved by Glen Campbell, Seconded by Jamey Larone that the Joint Human Resources and Public Works Committee Meeting proceed into a Closed Meeting pursuant to Section 8 (b) (ii) of By-law 98-08 as amended as there would be personal matters discussed about and identifiable individual.

Carried

The Meeting was Closed at 12:03 p.m.

Chair Kingsbury called the Meeting back to Public Session at 12:34 p.m. and reported that during the closed meeting the Members received a verbal presentation from Mayor Eady on his plan to employ a part time Manager to fill the Public Works Manager position, and he referenced a senior manager whose contract with an upper tier municipality will expire on December 31 2013. Chair Kingsbury also reported that the Committee discussed this plan and decided against considering it as the advertisement for the position called for full time employment and this person had not submitted his resume for the position.

Process to Short List and Interview Applicants

Chair Kingsbury asked if this joint Committee was ready to recommend to Council that they proceed with interviewing a short list of candidates. Mayor Eady asked for the resolution to be read from the February 5th Council Meeting that authorized the advertisement to fill this position. The CAO/Clerk read resolution no 2013-060 which is:

Moved by Councillor Margaret Whyte

RESOLUTION NO.2013-060

Seconded by Councillor Jamey Larone

THAT Council invites potential candidates for the new position of Public Works Manager to submit their resumes for Council's consideration.

Carried

Mayor Eady stated that this resolution only invited applicants it was not the authority to fill this position.

Rick Lester asked if there was a Council decision to create the job. The CAO/Clerk said that the job description for the new position of Public Works Manager was approved by Council at their December 4, 2012 Council Meeting.

Susan Humphries asked if this Joint Committee should recommend which candidates should be interviewed.

Moved by Rick Lester, Seconded by Murray Humphries that this Joint Committee Meeting of the Human Resources Committee and Public Works Committee Meeting recommend that the top 4 candidates be interviewed by Council and the HR Committee to fill the Public Works Manager position.

Discussion on motion:

Councillor Larone asked if there was any consideration to consider Mayor Eady's plan. Chair Kingsbury said that the applications are closed and if we accept an application from the person Mayor Eady recommended it could be open to legal questions. He suggested that the 4 applicants be interviewed and if none found to be a "fit" then explore Mayor Eady's plan that was discussed in Closed Meeting.

Councillor Campbell said he has yet to see a wage for this position. He said he wants to know the salary scale before the interviews are conducted. Susan Humphries said in her Government experience there was always a wage range. This is one question that the applicant has the right to ask. Councillor Campbell said he thought the wage scale would have been considered at the Council Meeting. Rick Lester added that the credentials of the successful candidate demand a certain salary range.

Mayor Eady asked when we need to bring in professional HR assistance to assist with the interviews.

Chair Kingsbury asked for further discussion and being none, called for the vote.

Carried on Division

Opposed Mayor Eady.

Interview Process

Chair Kingsbury presented the following suggested process to interview and select the candidate:

- Initial Short List – Joint Committees remove resumes that indicate the applicant is over qualified or under qualified for position and proceed to an initial interview with the remaining applicants.
- Initial Interviews – Council and HR Committee complete the first round of interviews with the initial short list to reduce number of applicants to 2 or 3.

- Second Interviews – Council and HR Committee complete a second round of interviews with the assistance of someone from outside our organization. Select 2 candidates to proceed to final interviews.
- Final Interviews – Public Works Committee interviews the final 2 candidates and makes a recommendation to Council.

He noted that we have completed the first bullet point. The second bullet point would have interviews of the 4 shortlisted candidates by Council Members and Susan Humphries of the HR Committee. He asked if this is the point when we request assistance from Bruce Beakley, County Human Resources Director. The CAO/Clerk was requested to speak with Mr. Beakley for his recommendation on how to proceed. Chair Kingsbury said the Committees want to be sure that there is a “fit” from the 4 candidates, and if not we do not want to proceed further. The COA/Clerk was directed to report his findings to the Joint Committee.

4. OTHER BUSINESS

There was no other business discussed.

5. ADJOURNMENT

Moved by Murray Humphries, Seconded by Glen Campbell that this Joint Committee Meeting be adjourned at 1:05 p.m.

Carried

CHAIR

CAO/Clerk