

THE CORPORATION OF THE TOWNSHIP OF HORTON

Special Human Resources Committee Meeting

January 5, 2015

There was a Special Meeting of the Human Resources Committee held in the Municipal Council Chamber on Monday January 5, 2015. Present was Chair Robert A. Johnston, Mayor Bob Kingsbury and Susan Humphries. Staff present was Jennifer Barr, Treasurer/Tax Collector and Mackie J. McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Johnston called the meeting to order at 1:00 p.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest from Members of the Committee or Staff.

3. REPORT FROM CAO/CLERK ON FILLING EXECUTIVE/PLANNING ASSISTANT POSITION

The CAO/Clerk presented his report on his meeting with Bruce Beakley, Human Resources Director, County of Renfrew on December 30, 2014. The report was originally dated for January 21, 2015, the date of the next HR Committee Meeting, but due to the time sensitive nature of advertising for this position the Committee Chair called a meeting today.

The CAO/Clerk reported that the County staff will prepare a draft ad for the Executive/Planning Assistant position and he has until this Friday to sign off on the ad wording. The County will then send the ad to their contacts at the Valley newspapers, the Municipal World job ad email broadcast and to Federation of Canadian Municipalities (which is free).

Mr. Beakley recommended a two-step interview process. A very high level short list of the applicants (approximately 10 applicants) to give a 20 minute presentation on what they can do for Horton on January 28 or 29. This group would be reduced to 3 or 4 candidates who would have the more formal interview process. Date has been tentatively set for February 4 to interview the final short list.

Susan Humphries briefly reviewed the draft job ad and the draft job description for the Executive/Planning Assistant. She suggested that reference to "Secretarial" should be removed from both documents. Both documents will still reference Office Administration. The Members agreed.

Chair Johnston questioned if the position has to be filled. There are more office employees than when he was last on Council. Should a study be carried out to see if there could be restructuring of the office staff to carry out these duties? He said he does not have copies of the job descriptions for the other positions in the municipal office to compare, but he would want them to see if there is room for other staff to pick-up the work load from this position.

Mayor Kingsbury said he does not support hiring an Executive/Planning Assistant as it doesn't fit what we need. We need a full time Administrative/Planning Assistant and supports the filling of the position with this position title. He said the starting salary would be Step 3A on the grid. He added that we have the same compliment of employees as the 2006-10 Council had.

Chair Johnston asked about the 15 hours of Administrative time added to the Recreation Program Manager's position. Jennifer Barr said the current staff

compliment is sufficient to cover the 15 hours. He asked for a copy of the job descriptions for all jobs, which the CAO/Clerk said would be provided to him.

Susan Humphries asked Mayor Kingsbury if he couldn't support the Executive/Planning Assistant position, does he support the role. Mayor Kingsbury said he supported the role the former Administrative Assistant and now Executive/Planning Assistant has filled and he would fill that same roll, but classified as Administrative Assistant. Ms. Humphries asked if the job description for Administrative Assistant would still involve Planning. Mayor Kingsbury said yes. She suggested that there should be a blending of the two job descriptions to be called Administrative/Planning Assistant. Mayor Kingsbury agreed.

Mayor Kingsbury suggested that this Committee make a recommendation on filling this position for Council's consideration at their Regular Council Meeting tomorrow evening.

Moved by Bob Kingsbury, Seconded by Susan Humphries that the Human Resources Committee recommends to Council that they advertise for an Administrative/Planning Assistant to fill the soon to be vacant Executive/Planning Assistant position.

Carried on Division.

For: Bob Kingsbury and Susan Humphries
Opposed: Robert A. Johnston

The Members directed the CAO/Clerk to prepare a revised job description for the January 6th Council Meeting.

The Members discussed the suggestion of the County to require a high level short list of candidates to make a 20 minute presentation. Mayor Kingsbury suggested a presentation should be part of the final short listed interview group. The Committee Members agreed, adding that a 5 minute max presentation be part of the interview.

Susan Humphries asked if we require Mr. Beakley to participate with the interviews. The Members said no. She said she would like to receive his sample questions ahead of time. The Members agreed.

The Members discussed timing of the interview process. They agreed that the review of applications and resumes to short list a group to interview would be held January 27 at 9 am. The HR Committee will carry out the interviews on February 11 starting at 4 pm running into the evening if required.

Susan Humphries asked if the Committee Meeting scheduled for January 21, 2015 is still required. The Members agreed to tentatively keep this date to be used if needed only.

4. OTHER BUSINESS

There was no other business discussed.

5. ADJOURNMENT

Chair Johnston declared the meeting to be adjourned at 2:25 pm.

CHAIR

CAO/Clerk