

THE CORPORATION OF THE TOWNSHIP OF HORTON

Human Resources Committee

February 10, 2015

There was a Special Meeting of the Human Resources Committee held in the Municipal Council Chamber on Tuesday February 10, 2015 to shortlist the applications received for the Administrative/Planning Committee position. Present was Chair Robert A. Johnston, Mayor Bob Kingsbury and Susan Humphries. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Johnston called the meeting to order at 9:02 p.m.

2. DECLARATION OF PECUNIARY INTEREST

Chair Johnston declared possible pecuniary interest as his daughter had submitted a resume. He said he would declare pecuniary interest if his daughter was selected to the shortlisted group.

3. SHORTLIST APPLICANTS:

- Establish goal for number of candidates to interview

Chair Johnston asked what the members would consider at a proper number of applicants to interview. The CAO/Clerk noted that staff had presorted the applications into three groups – group 1 met all the requirements of the ad, group 2 met the 5 year minimum Administrative Assistant experience but did not have municipal experience and group 3 did not meet any or very few of the job requirements.

Susan Humphries said the Members should interview at least 3 candidates. Mayor Kingsbury suggested we could reduce the number of 90 plus applications received down to 12. Susan Humphries said she has her top 11 applicants.

Chair Johnston said he had picked a number of applicants from each group. He said that he has 20 applicants which attracted his attention.

- Review applications and determine who is invited to an interview

Susan Humphries suggested the Members review the applicants from group 1 first. Chair Johnston agreed.

The members reviewed the 12 applicants that were in group A. After the review they had narrowed the applicants down to 6 with several to the applicants placed into a second group (B) to be drawn from if any of the group A applicants decided not to attend the interview i.e. pay scale was lower than expected. One of the group 1 applicants was removed from the group and placed in group 3 as the Members did not believe her qualifications and experiences would be beneficial to the municipality.

The CAO/Clerk was directed to contact the 6 applicants in shortlisted group A and invite them to an interview on Friday February 20th. Interviews are to be 45 minutes apart. The Members considered that 30 minutes of actual interview time would be sufficient. The CAO/Clerk was also requested to inform the 6 applicants the pay scale rates for this position (2014 rates \$38,632 to \$43,481). The salary was not quoted in the job ad as it wasn't set by Council until the January 30th, 2015 Special Council Meeting.

It was noted that Chair Johnston's daughter was not in the Group A applicants to be interviewed.

Susan Humphries asked for candidate questions from the County. The CAO/Clerk said he received a number of sample questions and would circulate them to the members. Mayor Kingsbury asked for a rating sheet to score the applicant during the interviews. The CAO/Clerk said he would ask the County for this.

4. INTERVIEW DATE

- February 20th 2015?

The CAO/Clerk informed the Members that he had canvassed each member and they are all available for interviews on Friday February 20th. The Members agreed with this date.

- Length of time per interview

The Members agreed that the interviews would last approximately 30 minutes each with a 15 minute break in between to review the interview. After discussion the Members agreed to the following interview schedule:

10:00 am

10:45 am

11:30 am

12:15 pm lunch break

1:00 pm

1:45 pm, and

2:15 pm.

The Human Resources Committee Members will meet at 9 am to prepare for the interviews.

The CAO/Clerk was requested to ask the interviewees to bring their reference list if not already supplied with their resume.

- Other issues

There were no other issues discussed by the Members.

5. ADJOURNMENT

Moved by Bob Kingsbury Seconded by Susan Humphries that this Committee Meeting be adjourned at 10:25 am.

MAYOR

CAO/CLERK