

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Special Human Resources Committee Meeting

March 18, 2015

There was a Special Meeting of the Human Resources Committee held in the Municipal Council Chamber on Wednesday March 18, 2015. Present was Chair Robert A. Johnston, Mayor Robert Kingsbury and Susan Humphries. Staff present was Mackie 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 by Members of the Committee or Staff.

3. Administrative/Planning Assistant Position

- Regret letter from Wendy Hill

The CAO/Clerk presented a letter of regret from Wendy Hill advising that she has declined our contract and provided us with two weeks' notice. She has been successful in a job competition with the County of Renfrew.

- Direction to fill the position

Mayor Johnston informed the Members that we had to fill the position once again. The members reviewed the resumes of the candidates that ranked 2, 3 and 4 after the interviews held back on February 20, 2015.

Susan Humphries suggested the Members had several choices, approach the #2 candidate; re-interview a number of candidates; or re-advertise.

Mayor Kingsbury said if we appointed the #2 candidate it could give us 2 years to review the candidate to see if this was a person who could fill the position left by the CAO/Clerk after he retires.

Chair Johnston agreed. Mayor Kingsbury added that if this candidate doesn't work out or if he moves on to another position outside the municipality prior to the retirement, there is a person in the office who would be available to take over the position.

The Members agreed not to re-interview a number of candidates. The CAO/Clerk was requested to contact the #2 Candidate while the Members waited, to see if he was available and interested in the Horton Township position. The candidate phoned back and informed the CAO/Clerk that he was still interested in the job and would welcome a draft contract to consider.

Moved by Susan Humphries, Seconded by Robert Kingsbury that the Human Resources Committee authorize the CAO/Clerk to negotiate an employment contract to fill the Administrative/Planning Assistant position with Mario Simon for approval by Council.

Carried

4. Date and Time for Further Interviews

The Members agreed that at this point in time there was no reason for further interviews.

5. OTHER BUSINESS

- Date for Regular Committee Meeting

The Members agreed that the next Regular Committee Meeting will be held on Tuesday April 28, 2015 at 1 pm.

6. Adjournment

Chair Johnston declared the Meeting to be Adjourned at 2:25 p.m.

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CHAIR

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CAO/Clerk