

## Corporate Services Committee January 27, 2015 – 10:00 AM

The Corporate Services Committee met on the above date at the County Administration Building with the following members in attendance:

Present: Councillors Dwight Burley, Paul McQueen, Selwyn Hicks, Harley Greenfield, Arlene Wright, John McKean; and Warden Kevin Eccles; Councillor Mackey was also in attendance on behalf of Councillor Bob Pringle

Regrets: Councillors Bob Pringle and Norman Jack

### Staff

Present: Michael Kelly, Acting CAO; Sharon Vokes, County Clerk / Director of Council Services; Grant McLevy, Director of Human Resources; Geoff Hogan, Director of Information Technology; Mike Muir, Director of Paramedic Services and Tara Warder, Recording Secretary

## Call to Order

Vice Chair Greenfield called the meeting to order at 10:00 AM.

## Adoption of the Agenda

CS19-15 Moved by: Councillor McQueen Seconded by: Councillor McKean

**THAT the Corporate Services Committee agenda dated January 27, 2015 be adopted as presented.**

Carried

## Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

## Minutes of Meetings

*Corporate Services Committee minutes dated January 13, 2015*

The minutes were reviewed.

CS20-15 Moved by: Councillor Burley Seconded by: Councillor Wright

**THAT the minutes of the Corporate Services Committee meeting dated January 13, 2015 be adopted as presented.**

Carried

## Business Arising from the Minutes

### *CAO Recruitment Discussion*

Grant McLevy provided a history of the last CAO recruitment process, noting that the decision of Council was to recruit in house without using a consultant. The recruitment committee consisted of the four Standing Committee Chairs and the Warden.

Mr. McLevy outlined the possible options for recruiting a new CAO, including the use of recruiting firms, consultants, and in house recruitment. The potential estimated costs of utilizing an outside organization were provided.

The Committee noted that the in house process has worked well. The advantages of using an outside organization were also discussed. It was noted that recruiting firms are great at developing relationships with potential candidates.

The importance of being able to receive accurate references was cited, as well as the value of conducting personality testing, which can be conducted by recruiting organizations.

There was a request to have the presentation component of the CAO interviews presented to all of County Council.

There was a suggestion to re-issue the posting and further that a hiring committee be reestablished consisting of members of the Corporate Services Committee and that the Committee and staff have the necessary resources to go through the process.

Mr. McLevy noted the constraints he is under do not allow him to actively seek out potential candidates. Further, the County could retain the services of an outside agency to conduct personality testing.

It was suggested that the in house process could be supplemented by external assistance.

CS21-15 Moved by: Councillor Wright Seconded by: Councillor Burley

**THAT a CAO hiring committee be established;**

**AND THAT the hiring be conducted internally with the assistance of external resources as required;**

**AND THAT staff bring forth a report to the Corporate Services Committee outlining the proposed hiring process based on the Committee's discussions;**

**AND THAT the Human Resources Director prepare a job posting as soon as possible.**

Carried

CS22-15      Moved by: Councillor Hicks                      Seconded by: Councillor McQueen

**THAT the hiring committee be made up of four members of the Corporate Services Committee with representation from each of the Standing Committees, plus the Warden;**

**AND FURTHER THAT the Committee be composed of both experienced and new Councillors.**

Carried

CS23-15      Moved by: Warden Eccles                      Seconded by: Councillor Mackey

**THAT the Corporate Services Committee recommends the following members be appointed to the hiring committee:**

- **Councillors Wright, Burley, McKean and Hicks.**

Carried

The Committee discussed possible timeframes for the new hire and whether interim solutions should be examined.

Mr. McLevy noted that it could be summer before a candidate was hired, but it is difficult to determine precisely.

Councillor Wright then left the meeting 11:18 AM.

Options for the interim were discussed, and the advantages and disadvantages of appointing one person for the position.

Moved by: Warden Eccles                      Seconded by: Councillor Burley

**THAT the County of Grey appoint Sharon Vokes as the Acting CAO/Clerk until such time as a new CAO is appointed.**

Sharon Vokes then left the meeting.

The above motion was not voted on at this time as the Committee proceeded into closed session.

CS24-15 Moved by: Councillor McKean Seconded by: Councillor Mackey

**THAT the Corporate Services Committee do now go into closed session to discuss:**

- i. **Personal matters about an identifiable individual, including municipal or local board employees regarding CAO recruitment pursuant to Section 239 (2) of the Municipal Act**

**AND THAT the following staff members remain in attendance: Grant McLevy and Mike Kelly.**

Carried

The Committee proceeded into closed session at 11:25 AM.

CS25-15 Moved by: Councillor Burley Seconded by: Councillor Mackey

**THAT the Corporate Services Committee do now return to open session at 11:45 AM.**

Carried

CS26-15 Moved by: Warden Eccles Seconded by: Councillor Burley

**THAT the County of Grey appoint Sharon Vokes as the Acting CAO/Clerk until such time as a new CAO is appointed.**

Carried

## Other Business

There was no other business.

## Next Meeting Dates

**Tuesday, February 10, 2015 at the Grey County Administration Building**

On motion by Councillor Burley the meeting adjourned at 11:47 AM.

Harley Greenfield, Vice Chair