



TOWN OF HINTON STANDING COMMITTEE MEETING May 13, 2014

PRESENT: Mayor Rob Mackin, Deputy Mayor Glen Barrow
Councillors Dale Currie, Ryan Maguhn, Stuart Taylor, Marcel Michaels,
Matthew Young

ABSENT: N/A

SECRETARY: Lil Wallace - Executive Assistant

ALSO PRESENT: Bernie Kreiner - Town Manager
Denise Parent - Director of Corporate Services (by phone)

ORDER

Deputy Mayor Glen Barrow called the Standing Committee Meeting to order. The time was 4:02 p.m.

ADOPTION OF AGENDA

There was consensus to accept the Standing Committee Meeting Agenda of May 13, 2014.

ACTION AND DISCUSSION ITEMS

Refer to the Standing Committee Meeting Agenda package for May 13, 2014 for detailed background information on these decisions.

IT Informatics:

1. Bring Your Own Device Policy ("BYOD")

Council was advised that administration has been researching the option of councillors and staff using their own personal cell phones and computer devices for conducting town business. In order to protect the town's network, issues of security were discussed. The BYOD policy is at the employee's discretion as to whether they want to use their own phone. This could potentially result in some land lines being eliminated. Employees choosing to use their personal cell phones would be reimbursed a set amount towards their monthly fees.

There was consensus that this report and recommendation go to Regular Council.

2. Electronic Network Policy

The electronic network policy has been updated, including the addition of social networking.

There was consensus that this report and recommendation go to Regular Council.

3. IT Capital Projects

Two information technology projects had been marked as "yellow" in the 2014 capital budget, requiring more information and specific council approval. The two projects are:

- new communications tower at a cost of \$60,000.00 and
- upgrade building wireless links at a cost of \$45,000.00.


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Council was advised that the current town network performance is very slow, especially between town buildings. The system was installed in 2008 and is no longer able to handle the speed requirements for the number of users. Administration is proposing to install our own communication tower at Thompson Lake reservoir. The town currently pays rental fees to Morad Communications for space at their Obed mine tower in the amount of \$6,000.00 year. Administration stated the town's systems are used by all buildings and fast connection speed is important.

Administration advised Council that various solution options have been explored, including both Telus and Shaw, but the various solutions are too costly, resulting in the recommendation that the most cost-effective solution is a town-owned tower to be constructed and the wireless links between buildings be upgraded.

There was consensus that this report and recommendation go to Regular Council.

CAO Succession Policy - Late Handout by Gordie Lee

Council was presented with a late handout draft of the "Town Manager Recruitment Policy #098". This policy will give direction and steps in recruiting a new Town Manager. (See Attachment #1 to these minutes).

There was consensus that this report and recommendation go to Regular Council.

Participatory Budget (\$100K)

The Mayor advised Council that the goal of the participatory budget is to reconnect the community to the municipal decision-making process and allow them to have a say in how the funds are spent. Council sets parameters and facilitates, but this is community driven. Ideas are generated by community members throughout the summer months; in the fall a town meeting is held to bring forth all those ideas; at the end of Fall a community vote is held and the result dictates where the money will be spent.

There was consensus that this report be accepted for information.

Transit Review

Administration reported that the temporary seasonal bus stop at Pine Valley Lodge appears to be working well; seniors are happy with the bus stop; bus drivers found it manageable; the flag system has worked very well (drivers stop when the flag is posted). The intent was originally to try this stop seasonally but feedback received suggests continuing this all year round.

Administration further advised that feedback has been received respecting adding an additional stop at Green Square after leaving Parks West Mall. This would result in some changes to the route and would add a few more minutes but can be accommodated.

Administration further advised that 7 out of 78 responses to the recent survey requested earlier morning service; however, this was tried during the transit pilot project and wasn't used much. The busses currently start at 8:00 am every morning.

There was consensus that this report be accepted for information.


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The deputy mayor called for a short recess at 6:06 p.m. and the meeting reconvened at 6:11 p.m.

P2 Lands (Rona alley) - Verbal item requested by Councillor Matthew Young

Councillor Young requested this item be added to the agenda as he had been contacted by a few landowners that had received a letter from the town stating as part of their agreement to privately use the P2 lands (described as the "Rona alley") they would be charged \$60 for the use of the alley. Council was not aware of the fee charged.

Administration advised that abutting owners were not prepared to pay for this alley as a maintained, publicly available access. Because of their private access, it is expected those landowners would pay a lease fee for the right to use the property, since the general public will not be able to use it. Administration stated it is standard administrative practice to charge a licence fee, and this is the least costly to the people who will be using this alley.

Council was concerned with the insurance liability and questioned why those people can't just get a permit without insurance rider and fee? Administration advised that "licence" is the language that was recommended with the urging that insurance has to be in place because we are allowing access. This would be the diligent thing to do; if we don't then we are accepting greater liability.

Administration advised also this has no impact to assessments; no building can be done on the land.

Councillor Young requested consensus from Council that the matter be brought to regular council to change the land classification from P2 to unimproved roadway. However, consensus was not granted.

There was consensus that Council direct Administration to withdraw the letters in order to find a legally comfortable solution at Regular Council.

Paving Robb Road to Cemetery - Requested by Councillor Stuart Taylor

Councillor Taylor requested this item be added to the agenda to discuss as he had been contacted by a citizen suggesting the last 100 metres of roadway leading to the cemetery be paved. The concern is that this is not aesthetically pleasing for visitors to the cemetery. Administration had earlier provided council with information (see agenda package) as to why that portion had not been paved.


There was consensus that this report be accepted for information.

ADDITIONAL INFORMATION

Urgent Matters from Council and Town Manager

Council asked when the hot tub jets will be fixed as they have not been working for quite some time. Administration advised:

- there is a meeting on Friday to consider three proposals; two require shutting down the facility; the other suggests we wait till regular shutdown;
- the overall fix looks to be somewhere around \$60,000;


Initial

- the hot tub can still be run as it is now, with no jets.

Executive Assistant Logistics Information

Upcoming events logistics were discussed. Council also discussed adding proposed time blocks to the Standing Committee agenda, in order to assist them in running these meetings in a shorter period of time.

IN CAMERA (if necessary)

M. MICHAELS - That Standing Committee move in camera.

Carried

The time was 6:59 p.m.

M. MICHAEL –That the meeting be extended past three hours.

Carried

The time was 7:00 p.m.

M/. MICHAELS - That Standing Committee revert to regular session.

Carried

The time was 7:45 p.m.

There was consensus to bring a report to back council to continue operating the handibus service at the current level of service and replace the yellow bus with a smaller, more efficient transit style of bus.


Carried

ADJOURNMENT

M. MICHAELS - That Standing Committee Meeting of Council adjourn.

Carried

The time was 7:49 p.m.



Deputy Mayor



Director of Corporate Services


Initial



TOWN OF HINTON

Attachment #1 to
Standing Committee
Minutes dated
May 13, 2014

POLICY TITLE:	Town Manager Recruitment Policy
POLICY #:	
EFFECTIVE DATE:	May 27, 2014
ADOPTED BY COUNCIL ON:	May 27, 2014

POLICY STATEMENT

The Municipal Government Act (MGA) requires that a municipality must appoint one or more persons to the position of Town Manager / CAO. The Town of Hinton ensures appropriate processes and mechanisms are outlined in this policy.

1. REASON FOR POLICY

Given the critical importance of choosing the right individual to head up the administrative aspects of the Organization, this Policy provides a guide in step by step logical sequence to assist in the recruitment and hiring of the Town Manager.

2. DEFINITIONS

Personnel Committee (PC): A committee made up of three (3) Members of Council and the Mayor as an option. This committee also conducts the Town Managers performance reviews.

Selection Team: A team made up of the Personnel Committee (PC) and the Human Resources Manager.

Town Manager/CAO: Both terms are used in municipal government. The Town of Hinton uses the "Town Manager" title.

3. RESPONSIBILITIES

Council:

- To approve by resolution this policy and any amendments.
- To follow this policy in the recruitment of the Town Manager

Corporate Services Administrative Assistant:

- Number and maintain an orderly corporate record of this policy

Human Resources Manager:

- Ensure implementation of this policy
- Present final draft of this policy to Council for adoption

Personnel Committee

- With the support of the Human Resources Department begin the recruitment process as per this policy.

4. PROCEDURES

Taking Stock

The resignation or retirement of the Town Manager presents a good opportunity to take stock of our municipality. Before embarking on the process of hiring a new Town Manager, council needs to step back and gauge the municipality's strengths and understand its challenges. Where does council want the municipality to be in five or ten years, and what is council's vision? How can the municipality be positioned for the future? What type of skills would a new Town Manager need to move the municipality forward?

Embarking on a Recruitment Process

Council's decision to hire a new Town Manager means development and implementation of a recruitment process to ensure that the best person possible is hired to the position. The best person will have the qualifications council is looking for, but more importantly, will possess the necessary skills to take Hinton in the direction council has chosen for the future.

The selection of a Town Manager is best handled by Council as a whole, or by a committee of Council, or by an external agent working for Council. It is not appropriate to have the Town Manager recruited by his/her eventual subordinate. Nor is it appropriate to utilize the services of the retiring Town Manager. This person may not represent Council's view.

Outlined below are the critical steps that are necessary in the recruitment process.

Step 1 - Whenever a vacancy for the Town Manager exists, the Human Resources Manager (HR Manager) will convene the Personnel Committee (PC) to begin the steps required to replace the vacant position. The spokesperson from the Town in regards to the Town Manager succession/recruiting is the Mayor.

Step 2 – The Selection Team will determine the process that will be used for the recruitment process. The recruitment may be done internally using Town of Hinton staff or by retaining the services of an outside consulting firm, known as recruiters.

Step 3 – The PC with support from the HR Manager will finalize decisions necessary to ensure that the best person possible is hired to the position. This may include the following:

- i. Review and update as required, the Town Manager Job Description. The PC may require all members of council to endorse the final draft of the job description.

- ii. Decide on a success criteria. What does Council want to see in the successful candidate, i.e. strong leadership, political savvy, strong strategic thinker, strong municipal background, strong economic development or planning background? By identifying these before the competition begins, Council can compare these against the candidates, to assist in choosing the best person for the job.

Step 4 – If the decision of the selection team is to use recruiters, the HR Manager will contact three or four consultant firms that were chosen by the selection team and invite them to submit a proposal for the recruitment of the Town Manager. Once the proposals have been received, the HR Manager will meet with the PC to select a consultant to assist in the recruitment. A consulting firm will:

- i. Meet with Council as a whole to agree on candidate specifications in order to build an opportunity profile. Based upon Council's input, may also engage other stakeholders (Directors) in the development of the opportunity profile and screening criteria?
- ii. Conduct research within and outside the industry. Direct contact as well as searching their database for potential candidates. Draft and place advertisements as required.
- iii. Screen candidates. Provide to the selection team a written and verbal progress report. Provide to the selection team a long list report on potential candidates.
- iv. Provide the selection team with candidate dossiers.
- v. Conduct interviews to get down to a short list. Review shortlist with selection team.
- vi. Prepare Council and candidates for interviews.
- vii. Coordinate interviews. Complete reference checks and prepare summary report for Council.
- viii. Assist if needed with offer of employment contract.
- ix. Assist with smooth transition of the new Town Manager to the new environment (relocation)
- x. Close out and provide feedback to unsuccessful applicants.

Step 5 – If the decision of the selection team is to conduct the recruitment process with internal staff, the following will be done:

- i. Meet with Council as a whole to agree on candidate specifications in order to build an opportunity profile.
- ii. Draft and place advertisements as required.
- iii. Screen candidates. Provide to the selection team a verbal progress report. Provide to the selection team a long list report on potential candidates.
- iv. Screen candidates to get down to a short list. Review shortlist with Council.
- v. Send shortlisted candidates Profile XT assessment tool to be completed before interviews are scheduled. Send candidates behavioral and situational questions to be completed before interviews are to be scheduled.
- vi. Prepare Council and candidates for interviews.
- vii. Coordinate interviews. Complete reference checks and prepare summary report for Council.
- viii. Assist with offer of employment contract.
- ix. Assist with smooth transition of the new Town Manager to the new environment (relocation)
- x. Close out and provide feedback to unsuccessful applicants.

