



Municipality of French River

AGENDA **SPECIAL MEETING OF COUNCIL** held in the Council Chambers French River Municipal Complex Thursday, February 5, 2015 at 6pm

- 1.0 Call to order, roll call and adoption of the agenda**
- 2.0 Disclosure of Pecuniary Interest**
- 3.0 Build a Budget Workshop**
 - 3.1 Health Services**
 - 3.2 Social Services**
 - 3.3 Recreation & Culture**
 - 3.4 Planning & Development**
 - 3.5 Human Resources - Action Report**
 - 3.5.1 Delegation - Presentation by Dibrina Sure Group**
2015 Human Resources Plan
- 4.0 Adjournment**



Municipalité de la Rivière des Français

ORDRE DU JOUR RÉUNION SPÉCIALE DU CONSEIL

qui aura lieu dans la salle du conseil
Complexe municipal de la Rivière des Français
jeudi le 5 février 2015 à 18h

- 1.0 Appel à l'ordre, présence et l'adoption de l'ordre du jour**
- 2.0 Révélation d'intérêt pécuniaire**
- 3.0 Atelier budgétaire**
 - 3.1 Services de santé**
 - 3.2 Services sociaux**
 - 3.3 Culture & récréation**
 - 3.4 Planification & développement**
 - 3.5 Ressources humaine - Rapport d'action**
 - 3.5.1 Délégation - Présentation par Dibrina Sure Group**
Plan de ressources humaine 2015
- 4.0 Ajournement**



The Corporation of the Municipality of French River

Action Report

REPORT TO: Special Meeting of Council	REPORT FROM: Julie Bouthillette	MEETING DATE: February 05, 2015
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2015 HUMAN RESOURCES PLAN / RECRUITMENT OF CAO

Subject

To discuss the budget impacts of the 2015 Human Resources Plan including the recruitment of a new Chief Administrative Officer (CAO).

Background

In January, some members of Council expressed their wishes to start the process of recruiting a CAO. During that time staff has been considering the impact of different organizational structures options on the recruitment process. On January 23rd, 2015, Mayor Bouffard, Acting CAO Melanie Bouffard and I (Treasurer Julie Bouthillette, CPA, CGA) invited the advisors of Municipal Affairs and Housing to discuss the organisational structure drafts that had been designed. We also consulted with DiBrina Sure as they have become our vendor of record for HR services as referred by our legal Counsel.

Discussion

Some would argue that a structure needs to be chosen by council and implemented before starting the recruitment process as the structure will guide the decision on what kind of person would best suit the Municipality. Others would argue that a CAO will be able to evaluate the situation and drive the changes required (if any).

There are two major types of CAO candidates;

1. those that prefer to drive the status quo ship; and
2. those that prefer to drive positive changes.

It is clear that the Municipality needs a candidate that will drive positive changes since we have, as a team (Council and Staff), identified the most important pieces of the puzzle:

- Flaw in organisational structure
- Operational review
- Lack of long term financial planning
- Inconsistent/Incomplete/Inexistent/Inefficient policies

Since amalgamation, our past CAOs have also held the title of Clerk. Let's be clear, in the last four years the CAO has not performed a majority of the Clerk duties. There are two reasons that our CAO's have held the title of "Clerk" the first is the statutory duties/obligations and responsibilities that come with the title and the second is for cost savings since two positions into one is perceived to be less expensive than two separate positions. Currently, the Deputy Clerk fulfills the majority of the Clerk's duties. It is for that reason that we are proposing to post the position of CAO as stand-alone and consider that if the candidate has any of the following expertise it would be an asset: Clerk, Economic Development, Treasury, Environmental.

In order to conclude the discussion, DiBrina Sure representative has been invited as a delegation to the February 5th budget meeting to present a proposed 2015 Human Resources Plan which includes first

and foremost the recruitment of a CAO, the employee policy manual, a review of all job descriptions, design and implementation of form letters, an employee handbook, management and council training, salary compensation plan, and more.

As we determine project timelines it is important to remember that Managing Expectations is the key factor to all successful projects. The question remains; how does the service delivery review fit into the recruitment plan and the drafting of the budget? Well, as one of the councillors mentioned, as he read through a Ministry prepared guide to service delivery reviews, that an internal review conducted by Council with staff participation should be done before we engage KPMG. The most important person to drive such an internal review is the newly recruited CAO. The service delivery review would be a great way for a new CAO to learn how the organisation functions and have ownership (buy-in) on implementing the required changes. For this reason, we propose that the Operations Review and Long Term financial plan be postponed to the 2016 budget process that will begin in early July 2015 (the funds to perform the review need to be budgeted in the 2015 budget regardless). In other words, the service delivery review will not be performed in time for the efficiencies / changes to be part of the 2015 budget. We understand that we need this to move forward but should be part of the new CAO's mandate. This also means that we will not have a multi-year budget in order to assist us in making decisions for our 2015 budget.

Financial Considerations

We have requested three quotes for these services which will be presented at the Special Meeting of Council - Budget Workshop Part II on February 5th, 2015.

Strategic Plan

The 2015 Human Resources Plan is an important part of the budget process that will ensure that we strive to achieve all of our strategic objectives.

Objective: Ensure community safety.	Objective: Provide safe travel for all road users.
Objective: Equal educational opportunities for all.	Objective: Promote a full complement of health services.
Objective: Ensure environmental compliance and efficient waste collection.	Objective: Provide personalized and efficient customer service.
Objective: Ensure timely knowledge of policies, bylaws, and building control standards.	Objective: Provide beautiful places for the community to gather.

Communication Plan

To be determined by the hiring committee

Recommendation

The recommendation is that Council:

- Agrees to start the recruitment process
- Sets up a hiring committee
- Allocates \$_____ to the recruitment process which includes having an expert or expert firm assist in the Recruitment and Selection a new CAO
- Allocate \$47,500 of the 2015 budget for a service delivery review.

Document(s) Attached

N/A

***Original Reports have been signed by:**

Prepared by:
Julie Bouthillette, Treasurer

Approved by:
Mélanie Bouffard, Acting CAO/Clerk