

SPECIAL MEETING OF THE UPPER THAMES RIVER CONSERVATION AUTHORITY BOARD OF DIRECTORS'
AGENDA

FRIDAY, JANUARY 15, 2021 at 9:30 A.M
Virtual Meeting Due to COVID-19 Pandemic

- 1. Approval of Agenda**
Mover: M.Blosh
Secunder: A.Hopkins
THAT the Board of Directors approve the Agenda as posted.

- 2. Declaration of Conflicts of Interest**

- 3. Proposed Hiring Process for the General Manager Position**
S.Levin/S.Viglianti HR #23399
Mover: P.Mitchell
Secunder: B.Petrie
THAT the Board of Directors approve the recommendations as presented in the report.

- 4. Adjournment**
Mover: J.Reffle



Ian Wilcox, General Manager

c.c. Members of the Board of Directors and Staff

MINUTES
SPECIAL BOARD OF DIRECTORS' MEETING
Virtual Meeting Due to COVID-19 Pandemic
FRIDAY, JANUARY 15, 2021

Members Present:	M.Blosh	P.Mitchell
	A.Dale	A.Murray
	A.Hopkins	B.Petrie
	T.Jackson	J.Reffle
	S.Levin – Chair	J.Salter
	N.Manning	M.Schadenberg
	H.McDermid	A.Westman

Regrets: D.Edmiston

Solicitor: G.Inglis

Staff:	D.Kirk	S.Viglianti
	M.Viglianti – Recorder	I.Wilcox

1. Approval of Agenda

Mover: M.Blosh

Secunder: A.Hopkins

THAT the Board of Directors approve the Agenda as posted.

Carried.

2. Declaration of Conflicts of Interest

The Chair inquired whether the members had any conflicts of interest to declare relating to the agenda. There were none.

3. Proposed Hiring Process for the General Manager Position
(Report attached)

The Chair confirmed the mover and secunder were willing to let their names stand.

The 2020 Hearing Committee members confirmed their willingness to serve on the Selection Committee. No other Board members voiced an interest in serving on the Committee.

It was confirmed that the Selection Committee will be empowered to undertake all parts of the selection process with the exception of the final decision. The Committee will present their recommendation to the Board of Directors for review and final approval.

Board members asked that the job posting and job description be circulated to all Board members for their information.

It was suggested that the current General Manager be the staff member who helps the Human Resources Administrator review the list of applicants.

Staff confirmed that any salary negotiations outside of the set salary grid range would require Board approval.

There was a discussion on the proposed job posting locations and potential for using other agencies to help with recruitment. Staff confirmed they currently have no concerns regarding attracting qualified applicants using the methods outlined in the report. Board members suggested staff look into sponsored job listings on Indeed.

The Board requested that staff put out a media release announcing the retirement to help get the news out to any potential candidates. They also requested the media release be sent directly to the member Municipalities.

Mover: P.Mitchell

Secunder: B.Petrie

THAT the Board of Directors approve the recommendations as presented in the report.

Carried.

4. Adjournment

There being no further business, the meeting was adjourned at 9:58am on a motion by J.Reffle.



Ian Wilcox

General Manager

Att.

To: UTRCA Board of Directors
From: Sandy Levin, Chair
Date: January 11, 2021
Subject: Proposed Hiring Process for
General Manager Position

Agenda #: 3
Filename: Human Resources
#23399

RECOMMENDATION

It is hereby recommended that the Selection Committee consist of the current Hearings Committee and our Human Resources Administrator. The HR Administrator would not participate in the final vote for a recommended successful candidate. The recommendation of the Selection Committee would be presented to the Board for its review and decision.

It is also recommended that this report serve as the Terms of Reference for the Selection Committee.

BACKGROUND

In response to the recent letter of resignation that I received from our current General Manager, Ian Wilcox, it is proposed that the position be posted immediately in the following locations. The sites have been chosen by the HR Administrator to help reach a qualified pool of candidates.

Conservation Ontario website
Pillar Non-Profit website
Work Cabin (a very popular environmental job posting site - approximate cost \$50.00)
Canada Job Bank (postings here get picked up by a number of other job posting sites)
Municipal World (approximate cost \$430.00)
UTRCA website

The suggested closing date for resumes would be February 12, 2021 with interviews to be conducted in late February or early March. The HR Administrator would complete an initial screening of applications and a Manager who is not a candidate for the position will review the selections for errors or omissions. The Selection Committee would then choose the candidates to be interviewed. The number of applicants to be interviewed is somewhat a function of the number of "A" category candidates, but an ideal slate would consist of 4 to 6 candidates. The Selection Committee will then determine how the interview process will unfold.

The Selection Committee meetings shall be held at the call of the Chair of the Committee.

Recommended by:
Sandy Levin
Chair

Prepared by:
Sharon Viglianti
HR/Payroll Administrator