

Town of Lamont Corporate Services Committee

Meeting Agenda

Jan. 15, 2019, 7:00 p.m.

Town Office

Committee Members:

**Dave Taylor (Chair), Bill Skinner (Ex Officio Mayor), Jody Foulds (Councillor), Perry Koroluk (Councillor),
Christine Beveridge (CAO)**

Agenda Items:

- 1. Call to order and welcome**
- 2. Recording Secretary**
- 3. Adoption of Agenda**
- 4. Delegation: James Davies DCG. Summary and review of CAO recruiting and hiring process through DCG; feedback from Committee members, DCG, CAO; recommendations**
- 5. New Business:**
 - a) Policy 12-31 Harassment and Violence Policy**
 - b) Public Participation Policy**
- 6. Adjournment & Round table:**
 - a) Set next meeting date**

Town of Lamont

Corporate Services Committee Meeting Minutes

January 15, 2019 7:00 PM, Town Office

Committee Members: Dave Taylor (Chair), Jody Foulds (Council Member), Perry Koroluk (Council Member); Bill Skinner (Ex Officio Mayor), and Christine Beveridge CAO

Guest: James Davies, DSG

1. Call to order and welcome: Meeting called to order at 7:02 PM by Dave Taylor
2. Recording Secretary: Jody Foulds
3. Agenda: motion to accept from Councilor Koroluk, carried
4. Delegation, review of recruitment process, feedback, and summary (round table):

James Davies DCG: noted that most recruitment processes take 3 to 4 months to complete and that Lamont's process was within days of 3 months (from the time the contract with DCG was signed to hiring of Christine Beveridge as CAO). James outlined a brief review of the process and stated that the process went very well and enjoyed working with Lamont Council.

Councilor Koroluk: thanked James Davies for an excellent job and noted that he felt that the overall timing was a little cramped but worked out well in the end. Perry also noted that the day of interviews seemed very pressured. There was some discussion on the cramped subject, and it was determined that the end interviews/selection perhaps needed more time. Perry stated that the process really benefited in that James is a one-man firm and we had his focus.

Mayor Skinner: noted that the work load of the council may have affected the cramped feeling of the process as there were other council obligations and activities going on at the same time. Bill stated he felt that the process was overall good and 4 excellent candidates were interviewed. He noted that Christine Beveridge has had a good start in the office and it looks like it will continue to go well. He appreciated James Davies' availability as it was reasonable and responsive even while James was on vacation.

Councilor Taylor: knew the timeline would seem tight and went as expected. He liked James Davies personable approach which worked well with the Lamont Council. Councilor Taylor noted that communication with James was good and had no delays. The candidate selection process was good with a tough choice to be made by council, as all were very qualified candidates.

Councilor Foulds: the interview day was a long day and felt very heavy given the 4 interviews and then selection. Perhaps an agenda and more time (2 days) were needed. Also, more planning on the selection process itself would have helped. During group discussion, Bill noted

that he didn't expect the decision would be made that day but the choice seemed obvious given the groups thoughts and discussions.

Christine Beveridge: she has dealt with recruiters before as a candidate and communication with James was better than previous experiences. Christine stated that the process went faster than expected. James was able to provide feedback and answer questions promptly and the process had little stress and was very positive. She noted that during the interviews she felt that the council was tired by the end of the day and as 4th and last interviewee that it did affect her thoughts and energy. After the selection was made, the offer and contract process went as expected. The on-board portion of the process needs work as she didn't have some details for her first day such as start time, security, etc. She thanked the town for the invite to the open house and appreciated the staff meet & greet before her first day in the office.

There was some discussion on negotiations and all though it went well and as expected. An on-board or orientation package should be prepared for next time.

Mayor Skinner thanked James for his hard work and noted that his services were efficient and relieved a lot of work for council.

James will follow up with Mayor Skinner and Christine Beveridge at the end of January as part of his own follow up process. He advised if council needed assistance with reviews and evaluations down the road, that he can refer some good references.

Council thanked James Davies and he left the meeting at 7:38 PM.

5. New Business:

- i) Harassment and Violence Policy: reviewed, edited, approved; present new policy recommendation to Council at next meeting and to rescind current policies 11-15 and 12-31.
- i) Public Participation Policy: taken from MGA. Some minor amendments were made; reviewed, approved; present to Council at next meeting

6. Adjournment & Round table:

- a) Set next meeting date: TBD
- b) Meeting adjourned at 7:58 PM

