

MUNICIPALITY OF JASPER
SPECIAL COUNCIL MEETING AGENDA
Date: Tuesday, November 10, 2020 | Time: 9:00 am



Notice: Public viewing and public participation during Council meetings will continue to be through Zoom live-streaming. Council meetings are also archived on YouTube for viewing anytime.

To live-stream this meeting starting at 9:00 am, use the following Zoom link:
<https://us02web.zoom.us/j/492811970>

- 1 CALL TO ORDER**
- 2 APPROVAL OF SPECIAL MEETING AGENDA, NOVEMBER 10, 2020** attachment
- 3 REPORTS**
3.1 Report on CAO recruitment process – Council Human Resources Committee attachment
- 4 ADJOURNMENT**

Please note: All regular and committee meetings of Council are video-recorded and archived on YouTube.

Human Resources Committee
Report on CAO Recruitment Process

Recommendations:

- That Council accept the recommendation of the Human Resource Committee (HRC), and appoint the recommended individual to the position of Chief Administrative Officer for the Municipality of Jasper commencing January 1, 2021 and subject to the terms and conditions contained in a contract accepted and executed by the said individual, which contract the Mayor is hereby authorized to execute on behalf of the Municipality, and;
- That the name of the individual appointed to the position of Chief Administrative Officer and the terms and conditions of the contract of employment shall be subject to public notice in accordance with applicable legislation within 60 days.

Background:

Immediately following the August 9, 2020 announcement that Mark Fercho would be leaving the Chief Administrative Officer (CAO) position effective November 9, 2020 Council initiated a search process utilizing a Human Resources Committee (HRC) comprised of all councillors and Chaired by Councillor Keheller-Empy. The committee was initially ably assisted by CAO, Mark Fercho, and Human Resources Manager, Martha Fleming, both of whom contributed substantially to the initiation of the process and gradually reduced their involvement as the matter progressed, recognizing that the selection and employment of a CAO is exclusively the mandate of Council and that the Human Resources Manager reports directly to the CAO.

The HRC conducted a thorough search which included posting the position on the Municipality of Jasper website and a variety of industry specific services. Approximately 90 applications were received and reviewed leading to the HRC recommending a short list 8 of candidates who were interviewed virtually via Zoom. Following virtual interviews, the HRC invited 4 candidates to be interviewed in person.

At its October 20th meeting council approved the appointment of Director of Operations Mr. John Greathead to act as CAO in an interim capacity during the recruitment process.

On the basis of review of resumes, and both virtual and in-person interviews, the HRC has selected a preferred candidate, has negotiated an appropriate contract with the individual and now recommends that the recruitment process be formally concluded.

During the process the HRC has regularly updated Council through closed sessions.

The individual is willing to accept the appointment and has agreed to the contract terms negotiated by the HRC. As the individual is currently employed they have requested an opportunity to make certain arrangements prior to the formal public disclosure of their personal details. The individual is expected to start their employment with the Municipality of Jasper on January 1, 2021. Mr. Greathead will continue to serve as CAO until Council formally appoints a new permanent CAO.

Legal Relevance:

The Alberta *Municipal Government Act* (MGA) lays out Council's authority and responsibility to appoint a CAO.

Municipality of Jasper *Bylaw #167* (CAO bylaw) further defines how Council will, by resolution, appoint an individual to the position of CAO and establish the terms and conditions of the CAO's appointment.

The Alberta *Freedom of Information and Protection of Privacy Act* (FOIP) provides for a municipality to keep information confidential under certain circumstances:

- The information constitutes advice from officials. FOIP s. 24,
- The information will be available to the public within 60 days. FOIP s. 29(1) (b)

Strategic Relevance:

- **Council's Mission** – Council's mission is to advance the community's vision and interest by delivering municipal service levels effectively, efficiently and affordably.
- **Governance and Social Equity** – Affirming the continuing provision of good governance, reflecting responsible, representative democracy at the local level, reinforcing openness, transparency and accountability, promoting equity, inclusion and respect in municipal administration and service provision throughout the community.