



Staff Report

Administration

Report To: Committee of the Whole
Meeting Date: July 3, 2019
Report Number: FAF.19.122
Subject: Updates regarding Reference Checks for Committees of Council and Library Board
Prepared by: Shawn Everitt, CAO

A. Recommendations

THAT Council receive Staff Report FAF.19.122, entitled "Updates regarding Reference Checks for Committees of Council and Public Library Board" for information purposes.

B. Overview

To provide Council with an update to the status and costs associated to Committees and Board for completing Reference Checks for 2019 and this Term of Council.

C. Background

As part of the process in appointing volunteers to Committees and the Public Library Board, the Town requires applicants to agree to have reference checks completed prior to Council approving the appointments.

The following bullets points outline the current process for Committees and the Public Library Board that have Public appointments;

- Council directs staff to consider the implementation of a Committee, Board or Task Force. Staff then are responsible for bringing a report for Council to consider the establishment of a new Committee, Board or Task Force along with a preliminary Terms of Reference and its recommended composition or options for composition of Committee, Board or Task Force;
 - (Typically, 3 to 5 weeks from direction to staff to Staff Report being brought forward to Committee of the Whole)
- If approved, Council directs staff to advertise for interested individuals to make application;
 - (from Committee of the Whole to Council typically 1 week for formal approval to advertise)
- Advertisement for Applicants typically is a 2 ½ week process;

- Once applications are received, Council considers the applications and make recommendations as to what applicants move forward with Reference Checks;
 - (depending on next available meeting this generally is completed within 2 weeks form applications being received)
- Human Resources contact the selected applicant(s) and gather the required personal information from the applicant and then provides the information received to the external firm that completes the Reference Check;
 - (Typically takes 2 weeks to complete the reference checks)
- Once the Reference Checks have been completed, Council is then provided the results of the Reference Checks in “Closed Session”;
 - (again, typically a meeting is available within 2 weeks of receipt of Reference Check results);
- Those applicants that have a clean Reference Check result are then considered by Council;
- Council then in Open Session, by way of motion at the Council Meeting appoint the successful applicants to the Committee.

As outlined, the process to appoint Public Members to a Committee of Council is approximately 12 ½ weeks.

D. Analysis

The following list provides a summary of the number of reference checks completed through the Human Resources Department for the Committees;

Committee	Number of Reference Checks performed	Time spent	Costs for Checks
Agricultural Advisory Committee	6	9hrs	\$305.10 (external) \$375.28 (internal) Total \$680.38
Council Compensation	2	3hrs	\$101.70 (external) \$125.09 (internal) Total \$226.79
Communication Committee	5	7.5hrs	\$254.25 (external) \$312.74 (internal) Total \$566.99
Economic Development Advisory Committee	0	0	0

Committee	Number of Reference Checks performed	Time spent	Costs for Checks
Library Board	1	7.5hrs	\$254.25 (external) \$312.74 (internal) Total \$566.99
Police Services Board	1	1hr	\$50.85 (external) \$41.70 (internal) Total \$92.55
Abandoned Orchard Advisory Committee	1	1.5hrs	\$50.85 (external) \$62.55 (internal) Total \$113.40
Committee of Adjustment	3	4.5hrs	\$152.55 (external) \$187.64 (internal) Total \$340.19
Fence Viewer	2	3hrs	\$101.70 (external) \$125.09 (internal) Total \$226.79
Sustainability Committee	4	6hrs	\$203.40 (external) \$250.19 (internal) Total \$453.59
Transportation Committee	1	1.5hrs	\$50.85 (external) \$62.55 (internal) Total \$113.40
Physician Recruitment and Retention Committee	2	3.5hrs	\$101.70 (external) \$145.94 (internal) Total \$247.64

All required reference checks have been completed save and except the Grants and Donations Committee. The process for advertisement of interested applicants was underway at the time of drafting this report.

Where an applicant has been selected to multiple Committees, Boards or Task Force groups, only one reference check is processed for that individual.

E. The Blue Mountains Strategic Plan

Goal #1: Create Opportunities for Sustainability

Objective #1 Retain Existing Business

Objective #2 Attract New Business

Objective #3 Promote a Diversified Economy

Objective #4 Support Value-Added Agriculture and Culinary Tourism

Objective #5 Improved Visibility and Local Identity

Goal #2: Engage Our Communities & Partners

Objective #1 Improve External Communication with our Constituents

Objective #2 Use Technology to Advance Engagement

Objective #3 Strengthen Partnerships

Goal #3: Support Healthy Lifestyles

Objective #1 Promote the Town as a Healthy Community

Objective #2 Increase the Range of Housing Choices and Promote Housing Affordability

Objective #3 Manage Growth and Promote Smart Growth

Objective #4 Commit to Sustainability

Goal #4: Promote a Culture of Organizational & Operational Excellence

Objective #1 To Be an Employer of Choice

Objective #2 Improve Internal Communications Across our Organization

Objective #3 To Consistently Deliver Excellent Customer Service

Objective #4 To Be a Financially Responsible Organization

Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

Goal #5: Ensure Our Infrastructure is Sustainable

Objective #1 Develop a Long-Term Asset Management Plan for the Maintenance, Renewal and Replacement of Existing Infrastructure

Objective #2 Avoid Unexpected Infrastructure Failure and Associated Costs and Liability

Objective #3 Implement Best Practices in Sustainable Infrastructure

Objective #4 Ensure that Infrastructure is Available to Support Development

F. Environmental Impacts

None at this time

G. Financial Impact

Costs for Reference Checks are currently funded by the Human Resources operations budget for all Committees minus the Library Board Reference checks that are transferred from the Library Budget.

Total for all Reference Checks thus far in 2019

Total external costs - \$1,627.20

Total Internal costs - \$2,001.51

Total external and internal costs combined - \$3,628.71

H. In consultation with

Director of Human Resources

Director of Finance & IT Services

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Jennifer Moreau, HR@thebluemountains.ca.

J. Attached

None at this time

Respectfully Submitted,

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