

Human Resources Committee

April 30, 2013

There was a Meeting of the Human Resources Committee held in the Municipal Council Chamber on Tuesday April 30, 2013 to receive presentations from the four shortlisted candidates for the Public Works Manager Position. Present was Chair Bob Kingsbury, Mayor Don Eady and Susan Humphries. Also present was Councillor Glen Campbell, Councillor Jamey Larone and Councillor Margaret Whyte. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Kingsbury called the Meeting to Order at 10 a.m.

2. PRESENTATIONS

The Members received four power point presentations from the shortlisted candidates for the Public Works Manager position. Each presentation lasted approximately 20 minutes followed by questions from the Members and staff.

3. SELECT TWO CANDIDATES FOR FINAL REVIEW

Following the presentations the Members discussed the presentations and agreed to reduce the number to 2 candidates.

4. REVIEW/INTERVIEW PROCESS

Chair Kingsbury asked if the Members wanted to proceed immediately to a final interview or request Bruce Beakley, HR Director, County of Renfrew meet with each candidate individually and report back on his recommendation of salary that would be required.

Susan Humphries said that we can't have Mr. Beakley make the decision. Councillor Whyte suggested the two applicants complete a Behavioral Assessment as suggested earlier by Mr. Beakley. Councillor Campbell said that the Public Works Committee needs to meet and interview the remaining candidates. Susan Humphries suggested Members should start putting together their interview questions.

The Members requested the CAO/Clerk contact the County HR Director to arrange for the two finalists to complete a behavioral assessment. A date to conduct the final interviews will be confirmed at a later date.

Susan Humphries left the meeting at 1:25 p.m.

5. SENIOR OF THE YEAR AWARD

The CAO/Clerk presented Council with written nominations for Senior of the Year Award for two Horton residents. Mayor Eady pointed out in the review of the nominations that one of the nominations actually stated that their nomination was for "Citizen" of the Year Award, which is a Renfrew and Area Chamber of Commerce award. After discussion the Members agreed to accept the other nomination of Valerie Miller by Sandy Black.

6. MUNICIPAL OFFICE FURNACE TENDER COMMENTS FROM A
BIDDER

The CAO/Clerk informed the Members that a potential bidder looked over the job of replacing the oil furnace in the Municipal Office with a new propane furnace. The tender also sets out an option to install a second furnace to heat the offices in the new municipal office addition to replace the wall mounted heat/air conditioner units in each office that are temperamental and very drafty. This supplier pointed out a number of issues with this option. The CAO/Clerk suggested that we may not receive any quotes for the optional furnace. He will attempt to have a different technician view the units to see if they can be set up differently to eliminate the problems with them.

Council Members discussed the heat/cool office units. They agreed that the funds in the current draft budget would only be sufficient to replace the existing furnace.

7. ADJOURNMENT

Moved by Glen Campbell, Seconded by Margaret Whyte that this Committee Meeting be adjourned at 1:50 p.m.

Carried

CHAIR

CAO/Clerk