

To: Warden and Members of County Council

From: Director of Human Resources

Recruitment of Chief Administrative Officer

RECOMMENDATIONS

1. That a CAO Recruitment Ad Hoc Committee be established for the purpose of developing a proposed strategy and path forward to fill the upcoming vacancy;
2. And further, that the Warden, Deputy Warden, and Councillors _____, _____, _____ be appointed to the CAO Recruitment Ad Hoc Committee, with the Director of Human Resources and CAO participating as staff resources;
3. And further, that a report from the Ad Hoc Committee be presented at the August 10, 2022 County Council Meeting seeking Council direction on the proposed recruitment strategy and path forward;
4. And further, that the Ad Hoc Committee be disbanded at the end of the current term of County Council.

REPORT HIGHLIGHTS

- To establish the membership of a CAO Recruitment Ad Hoc Committee who will determine a proposed strategy and path forward to fill the upcoming CAO vacancy, with an update report presented at the August 10, 2022 Council Meeting.
- As a result of timing in relation to the municipal election, the Ad Hoc Committee will be in place until the end of the current term of County Council, at which time it will be disbanded.

Implementation Points

With Council's direction, the Director of Human Resources will facilitate the strategy and path forward with the CAO Recruitment Ad Hoc Committee.







Financial Impact

The cost associated with the recruitment process varies depending on whether the Ad Hoc Committee recommends the use of an executive search firm. If Council elects to use the services of an executive search firm, rates will vary depending on the firm selected, but could range from approximately \$30,000 to \$50,000.

Communications

Council reports are highlighted in Council this Week, which is posted to the County website.

Strategic Plan (2020-2022)

					
<i>WORKS WELL TOGETHER</i>	<i>WELL CONNECTED</i>	<i>SHAPES THE FUTURE</i>	<i>INFORMS & ENGAGES</i>	<i>PERFORMS & DELIVERS</i>	<i>POSITIVE IMPACT</i>
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DISCUSSION

Background

On June 8, 2022, Michael Duben submitted his resignation notice with a departure date of early September. The last recruitment for the CAO position took place in 2020, at which time Council considered a number of options, and decided to utilize the services of an executive search firm.

Comments

Considering the timing of this recruitment in relation to the upcoming municipal election and potential for a new Council, the recommendation at this time is to establish an Ad Hoc Committee to determine a strategy and path forward, and seek further Council direction at the August 10, 2022 Council meeting. This will ensure that an interim plan is in place and the recruitment process gets started before the end of this term of Council, which is November 14, 2022.

With the Ad Hoc Committee being disbanded at the end of the current term of Council, it is expected that the new term of Council will consider options to proceed with finalizing the selection of the new CAO. In accordance with Recruitment Policy No. 5.03, there are a number of options Council can consider in the recruitment of a CAO, such as utilizing an executive search firm or having Human Resources facilitate the recruitment, similar to other vacancies. Another consideration is whether a new Ad Hoc Committee is established with the next term of Council, or whether full Council participates in the selection process. Options will be presented to the new term of Council and direction sought in due course.

Conclusions

This report recommends the establishment of an Ad Hoc Committee for the current term of Council to propose a recruitment strategy and path forward regarding the impending CAO vacancy. Recruiting for senior positions is often a lengthy process; therefore, it is important that an Ad Hoc Committee consider the recruitment strategy as soon as possible, ensuring that the new term of Council is in a good position to move forward with the selection process in a timely manner.

SIGNATURES

Departmental Approval:

Original signed by

Amy Smith
Director of Human Resources

Approved for submission:

Original signed by

Michael Duben, B.A., LL.B.
Chief Administrative Officer