

	Report Title	Interim Chief Administrative Officer Recruitment
	Report No.	HR 19-09
	Author	Ashley Andrews, Manager of Human Resources
	Meeting Type	Council Meeting
	Council Date	September 9, 2019
	Attachments	<ul style="list-style-type: none"> • Agreement with RS & Associates

RECOMMENDATION

THAT Council receives HR 19-09 Interim Chief Administrative Officer Recruitment as information;

AND THAT Council Authorize the Mayor and Clerk to enter into an Agreement with RS & Associates;

AND THAT By-Law 4341, to appoint Ron Shaw as Interim Chief Administrative Officer be brought forward for Council's consideration.

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an overview of the interim Chief Administrative Officer position.

BACKGROUND

The CAO Recruitment Committee held an initial meeting on August 16, 2019, at which time Councilor Gilvesy was appointed to the position of Chair, and Councillor Esseltine was appointed as Vice Chair. At this meeting, the committee provided direction to the Manager of Human Resources to

- i. Contact two recruitment agencies to request an outline of their services, for assistance with both the interim and full time recruitment;
- ii. Post the interim position internally with a closing date of August 26, 2019; and
- iii. Proceed with contacting individuals on the list provided by OMAA, as well as any other external individuals who had previously expressed interest and confirm their interest in the interim CAO position.

Applications from interested internal and external candidates were forwarded to the committee members upon receipt for review and recommendation regarding whether or not to move forward with an interview.

On August 19, 2019, the committee met by telephone with both Legacy Executive Search Partners and Prime Management Group to receive information regarding the services they are able to offer with regard to the recruitment for the interim and full time CAO. Direction was given to the Manager of Human Resources to move forward and engage Legacy Executive Search Partners, Kartik Kumar, to assist with the recruitment of a Full-time CAO and to assist in part

with the selection of an interim CAO by proving interview questions and participating in the interview process.

The committee members selected from the applications received who they wished to interview and the interviews were arranged for Tuesday, August 27, 2019.

The committee met on August 26, 2019 to review and revise the questions provided by Mr. Kumar in order to prepare for interviews the following day. Through consensus, the committee decided upon final interview questions, a predetermined salary range, and a contract term that would be acceptable to the Town.

Interviews with potential candidates took place with the recruitment committee and Mr. Kumar on August 27, 2019, at which point the committee was able to identify a successful applicant for recommendation to Council as a whole.

DISCUSSION

The recruitment committee has identified applicant Mr. Ron Shaw as a suitable candidate for the interim Chief Administrative Officer position.

Mr. Shaw has over thirty-five (35) years of experience in the municipal sector, of which thirty-one (31) of those years were spent in an Administration role. Mr. Shaw's most recent experience was with the City of Stratford in the position of Chief Administrative Officer, which he held for twenty-two (22) years.

Mr. Shaw has requested that the Town enter into a contractual agreement with his consulting firm, RS & Associates, to provide Mr. Shaw's services to the Town in the role of Chief Administrative Officer.

The agreement provided by RS & Associates is a standard consultant/client contract which sets out the terms for service, fees, duration, etc. The negotiated terms have resulted in a monthly cost, including HST of \$15,000, for a three (3) month duration. During this time, Mr. Shaw will provide the Town with services set forth in Schedule A of the agreement.

FINANCIAL IMPACT/FUNDING SOURCE

The cost associated with this agreement would be \$45,000, including HST, plus any expenses associated with Mr. Shaw's attendance at the Ontario Municipal Administrators' Association (OMAA) Fall Workshop. This will result in \$10,000 savings to the 2019 labour budget for the Chief Administrative Officer position.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

1. Excellence in Local Government
 - Demonstrate strong leadership in Town initiatives
 - Demonstrate accountability



CAO