

REVISED AGENDA
FOR THE TOWNSHIP OF NORTH HURON COUNCIL MEETING



Date: Tuesday, June 13, 2017
Time: 7:00 p.m.
Location: HELD IN THE TOWNSHIP COUNCIL CHAMBERS

Pages

1. CALL TO ORDER

2. CONFIRMATION OF THE AGENDA

THAT the Council of the Township of North Huron accept the Agenda for the June 13, 2017 Special Council Meeting; as amended to include CAO Report 06-13-2017 Director of PW Recruitment under Item 4.1.

3. DISCLOSURE OF PECUNIARY INTEREST

4. REPORTS

4.1 Recruitment of Director of Public Works

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THAT the Council of the Township of North Huron hereby accepts the report of the CAO regarding the hiring of a consultant to recruit a Director of Public Works;

AND FURTHER THAT Council authorizes the CAO to engage N.G. Bellchamber and Associates for recruitment services for the Director of Public Works position;

AND FURTHER THAT the 2017 Budget be amended to include this expense.

5. CLOSED SESSION AND REPORTING OUT

THAT the Council of the Township of North Huron hereby proceeds at ... pm. to an In-Camera Session (Closed to the Public) to discuss the following:

- Advice that is subject to solicitor-client privilege including communications necessary for that purpose (Legal Matter);*
- Personal matters about an identifiable individual, including municipal or local board employees (Public Works Personnel);*
- Personal matters about an identifiable individual, including municipal or local board employees (Administration Personnel).*

THAT the Council of the Township of North Huron hereby proceed to the Regular Council meeting at ... pm.

THAT the Council of the Township of North Huron hereby confirm the direction given to staff, in Closed Session.

6. CONFIRMATORY BY-LAW

- 6.1

By-law No. 53-2017, being a By-law of the Township of North Huron to confirm general previous actions of the Council of the Township of North Huron.

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THAT By-law 53-2017; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

7. ADJOURNMENT

THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at ... pm.



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sharon Chambers, CAO
DATE: 13/06/2017
SUBJECT: Director of Public Works Recruitment
ATTACHMENTS: none

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby accepts the report of the CAO regarding the hiring of a consultant to recruit a Director of Public Works;

AND FURTHER THAT Council authorizes the CAO to engage N.G. Bellchamber and Associates for recruitment services for the Director of Public Works position;

AND FURTHER THAT the 2017 Budget be amended to include this expense.

EXECUTIVE SUMMARY

Director Molenhuis submitted his resignation to Council at the June 5th, 2017 Council meeting, and directed the CAO to consult with N.G. Bellchamber and Associates, the consultant who has been engaged to conduct a search for a new CAO to determine if he could also conduct a search for a new Director of Public Works. By using the same consultant, some of the work can be combined. For example, one set of meetings can be held to discuss the requirements for both positions and the qualities that will best fit with the Senior Management Team and Council.

Nigel Bellchamber has provided an informal quote for the second recruitment.

DISCUSSION

Nigel Bellchamber has proposed a slightly different approach for the Director of Public Works position than the CAO position. He has indicated that the market is more dispersed and candidates with both technical and managerial skills are less common in the public works field, so the net has to be cast quite broadly. He proposed the following;

1. Speak with the current CAO and DPW to determine critical success factors in North Huron.
2. Advertise online with technical associations, including OGRA, OSPE and OACETT; local weeklies in North Huron areas, and dailies in London, Sarnia, Owen Sound, Stratford and Kitchener-Waterloo
3. Receive and follow up on applications
4. Recommend a shortlist
5. Prepare and lead first interviews
6. Prepare and assist with second interviews
7. Targeted reference check and testing if required
8. Lead with negotiations for Council.

Estimated Cost for Consulting Fees \$15,000.00

Advertising would be substantially more than for a CAO- approximately \$3,000.00 to hit associations, weeklies and dailies.

Out of pocket expenses are estimated at less than \$300.00

Total estimate \$18,300.00 plus HST

FINANCIAL IMPACT

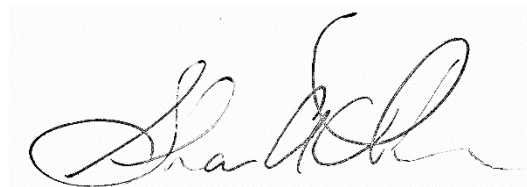
The cost of the Director Recruitment will be taken from the working reserve and the 2017 Budget will be amended to include this expense.

FUTURE CONSIDERATIONS

n/a

RELATIONSHIP TO STRATEGIC PLAN

Goal #4 – Our administration is fiscally responsible and strives for operational excellence

A handwritten signature in black ink, appearing to read 'Sharon Chambers', is written over a light gray rectangular background.

Sharon Chambers, CAO

THE TOWNSHIP OF NORTH HURON

BY-LAW NO. 53-2017

A By-law of the Township of North Huron To confirm generally previous actions of the Council of the Township of North Huron

THEREFORE the Council of the Corporation of the Township of North Huron enacts as follows:

1. The actions of the Council of the Corporation of the Township of North Huron at its meeting on June 13, 2017, be confirmed.
2. Execution by the Reeve and the Clerk of all Deeds, Instruments, and other Documents necessary to give effect to any such Resolution, Motion or other action and the affixing of the Corporate Seal, to any such Deed, Instruments, or other Documents is hereby authorized and confirmed.
3. This By-law shall come into force and takes effect on the date of its final passing.

READ A FIRST AND SECOND TIME this 13th day of June, 2017.

READ A THIRD TIME AND FINALLY PASSED this 13th day of June, 2017.

Neil Vincent, Reeve

SEAL

Kathy Adams, Clerk