



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sharon Chambers
DATE: 29/05/2017
SUBJECT: CAO Recruitment – Selection of Consultant
ATTACHMENTS: Ward & Uptigrove Proposal
N.G. Bellchamber and Associates Proposal
Ravenhill Proposal

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby accepts the report of the CAO for information purposes;

AND FURTHER THAT Council awards the quotation for CAO Recruitment Services to _____

EXECUTIVE SUMMARY

On May 15th, Council directed the CAO to request informal quotations from three consultants for the recruitment of a new CAO. In order to expedite the hiring of a new CAO, Council opted to request three quotations from consultants to assist with the hiring process.

Quotations were requested from the following three consultants;

- Ward and Uptigrove Consulting and Human Resources, Listowel
- N.G. Bellchamber & Associates, Ltd., London
- Ravenhill Group Inc.

DISCUSSION

Council indicated that they wished to evaluate proposals for CAO recruitment services, based not only on price, but also wanted to ensure that the process would attract a qualified and experienced candidate, within an appropriate timeline. The three proposals are summarized as follows;

Ward & Uptigrove

- Cost \$15,420, plus HST. Does not include job ads.
- Timeline 26 weeks

N.G. Bellchamber & Associates

- Cost \$22,650, plus HST – includes jobs ads.
- Timeline 60 days, plus notice period for successful candidate

Ravenhill Group Inc.

- Cost \$18,000, plus HST – does not include job ads.
- Timeline 17 weeks

FINANCIAL IMPACT

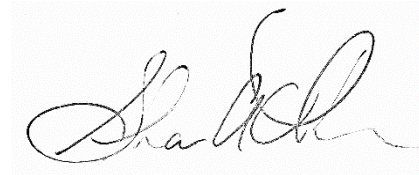
The cost of recruitment will come from the working reserves, CAO wages underspent in 2014.

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 centered within a light gray rectangular box.

Sharon Chambers, CAO