



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