



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Ingrid Svelnis

Position: CAO

Title / Subject: CAO Recruitment Options

Date of Report: August 16, 2023

Date of Meeting: August 18, 2023

Report No: 2023-GG-023

1.0 Issue / Origin

Council will need to begin the CAO recruitment exercise in September to fill the position before the current CAO retires. The goal is to have someone in the position by the end of October to mid November to allow for 6 weeks of overlap to ensure continuity in our operations.

2.0 Background

Currently there are two options for consideration. One is, hire an external recruiter and the second is look at a hybrid arrangement. The 2022 budget contained funds to hire an external recruiter and that amount was carried forward to the 2023 operating budget. The budget amount is \$35,000 and will more than cover the costs which are expected to be \$28,000 to \$35,000 depending on who is selected. Recruitment firms do offer conditional guarantees to help cover the costs of recruiting if there is a need to go out again. These do not necessarily factor into the decision making, as what is key is to hire the best person from the start.

Concerns over the cost of the consultant especially in a year of multiple consulting projects, has prompted Council to request consideration be provided to a possible hybrid model for this recruitment exercise. This model may include administering the recruitment with assistance from an HR professional from another municipality along with the current CAO and office administration with an HR background to help with the processing of the resumes. Consideration as well to add Target Training International screening as part of the process will help to determine whether the traits of values, temperament and behaviour drivers meet the requirements established for the position. This exercise would rely on screening three members of our team- Mayor, CAO and one other and then screening the top three candidates before the final interviews to determine where we best align. This exercise is expected to cost app. \$5,000.

I have confirmed that a neighbouring municipality will be able to assist us by offering support of their HR Manager to assist and this cost is estimated at \$4,000. There is significant work at the front end of the process to meet with Council to discuss recruits who will be interviewed, to determine interview questions and to also manage the process. Reference checking will be the wrap up exercise and the contract negotiations.

Council will also need to determine whether they will appoint a hiring committee or whether the entire Council will be involved through the process.

3.0 Analysis

The advantage of hiring an external recruiter is we are removed from the responsibility of managing the process. There is significant work involved in handing this process and during the past term of Council, the municipality has managed both hirings through either the recruiter process or an internal type of process. There is value in both methods.

Council is very interested in seeing all the resumes and having input into who is interviewed. The external recruitment firms have indicated that they can make this happen and of course the hybrid will also be able to accommodate this request.

Council is also keen to have input into the questions that will be asked of the candidates, and this can be accommodated through both options.

4.0 Related Policies / Procedures

5.0 Financial / Budget Assessment

Funds to hire a recruiter or to use a hybrid method are available in the 2023 budget.

6.0 Climate Change Impacts

n/a

7.0 Communications

n/a

8.0 Conclusion

Council will need to carefully consider the options. If the desire is to hire an external recruiter, then I would recommend that Council consider speaking to a couple of firms to find one that meets their values and expectations.

Confirmation of HR support has been confirmed and we can be prepared to go with either option depending on the will of Council.

9.0 Recommendation

That Council receive this report for information.

That Council provide direction on the method of recruiting they would like to use for the upcoming CAO recruitment. Options being full-service recruitment consultant in the range of \$28,000 to \$35,000 or hybrid method at a cost of \$9,000 to \$10,000.

That Council to provide direction on the process to hire the recruiter if that is the decision that is made.

That Council provide direction on whether they plan to appoint a hiring committee or whether all of Council wishes to be involved.

That Council provide any further direction to the process that may not be part of this report.