

**Overview:**

With the retirement of the former C.A.O., Council passed By-law 2020-01 on January 7, 2020 to appoint Martina Chait-Hartwig as Temporary Chief Administrative Officer (C.A.O.) from January 2, 2020 until July 2, 2020.

**Conclusion:**

The Township is currently undertaking a Service Delivery and Organizational review with WSCS Consulting Inc. Due to the current COVID-19 emergency situation and with July 2, 2020 fast approaching, I reached out to Tammy Carruthers, WSCS Consulting Inc., for a recommendation on the Temporary CAO position.

Good morning Crystal,

Happy to assist. We have been undertaking a review of the organization so this is a timely request. Our recommendation is to extend the Interim CAO to the end of the calendar year. In light of the fact that the Service Delivery Review process report will be delivered to Council near the end of June, the opportunity to have some time to consider the extent of any potential changes would provide Council with some flexibility before making any final decision. It will take some time to absorb the recommendations and lay out a plan for the future. Recruitment during the summer months can be difficult at the best of time and the current COVID19 may present additional challenges, at least until more certainty exists. Come fall, Council can consider its long term recruitment options and process and will be in a better position to develop a transition plan before the end of the year.

Hope this is helpful. Reach out if you have any questions.

Thanks!

*Tammy Carruthers BA CPA, CGA CFE CICA PMP CLSSBB CCA MCITP  
CISA  
Principal & CEO  
WSCS Consulting Inc.*

Extending the current Temporary CAO contract until the end of the year will provide the Township with consistency through the current emergency situation and would allow Council time to start working through recommendations that result from the Service Delivery and Organizational Review.

**Recommendation:**

That the Clerk/Planning-2020-24 report, dated May 27, 2020, the Temporary C.A.O. Position be received, that Mary Spence, County of Peterborough, be requested to negotiate the terms of the extension with Martina Chait-Hartwig and that staff be requested to draft a by-law to extend the current Temporary C.A.O. position until December 31, 2020.

**Financial Impact:** Salary, benefits, pension, etc. The impact will be dependent on the negotiation process.

**Strategic Plan Applicability:** N/A

**Sustainability Plan Applicability:** N/A

### Report Approval Details

Document Title:	Temporary C.A.O. Position.docx
Attachments:	
Final Approval Date:	May 27, 2020

This report and all of its attachments were approved and signed as outlined below:

Crystal McMillan