

**Overview:**

At the Council meeting held on May 19, 2020, Council passed the following Resolution:

**Resolution Number 191-2020**

Moved by: Councillor Watson

Seconded by: Councillor Landsmann

That the C.A.O.-2020-20 report, dated May 13, 2020, regarding the hiring process for the contract Manager of Public Works be received and the following be approved:

- That the current process for the hiring of a contract Temporary Manager of Public Works be ended;
- That a new process be commenced for the hiring of a full-time permanent Manager of Public Works;
- That a process be commenced to hire a consultant for the Public Works Department to provide mentorship and training to staff on an as-needed basis. Carried

Staff have reached out to the County of Peterborough to see if they could lend their support and expertise to this recruitment process. Mary Spence, Director of Human Resources has made herself available to act as the HR consultant on this recruitment.

In discussions with Mary, it will be essential to run an efficient and effective recruitment campaign as the pool of candidates for this type of position is limited and there is a lot of competition from other communities.

**Conclusion:**

It is recommended that efficiencies be found to make this an effective and transparent process. We will be facing hurdles such as the covid-19 pandemic, summer vacation season and the need to conduct the interviews via Zoom. In the face of these obstacles, staff are proposing that the hiring committee be made up of the Mary Spence, HR consultant, Temporary C.A.O. Martina Chait-Hartwig, a senior member of the Management Team and one Council member. This is in compliance with Hiring Policy H-1. Throughout the process Council will be provided progress reports via email regarding items such as the number of applicants, how many applicants will be interviewed and the interview schedule. Once interviews are complete, a report recommending a preferred candidate will be brought back to Council for approval. We will be using the County's electronic recruitment system to accept and review applications, saving time and simplifying the review process. Further, we will be benefiting from Mary's HR expertise and her knowledge of the process and resources required to hire a Manager of Public Works as the County has just finished their own recruitment for an equivalent position.

**Recommendation:**

That the C.A.O.-2020-25 report, dated June 4, 2020, regarding the recruitment of a permanent Manager of Public Works be received and that Council appoint one member of Council to sit on the hiring committee, that the efficiency and transparency methods outlined in the report be approved and finally that the first meeting of the hiring committee take place on the morning of Friday, June 19, 2020.

**Financial Impact:** There will be a financial impact in regards to this recruitment process. At this time the impact cannot be estimated but will consist of staff time, the cost of services from County of Peterborough which will be charged \$100.00 per hour, the cost of adverting on sector specific websites - \$200.00-\$500.00 and in the local papers - \$200.00-\$650.00.

**Strategic Plan Applicability:**

This recommendation is consistent with the Strategic Plan goal of Administration *"to ensure and enable an efficient and effective municipal administration"*

**Sustainability Plan Applicability:** N/A