

Overview:

At the meeting held on June 2, 2020, a report regarding the extension of the Temporary Chief Administrative Officer (C.A.O.) position was presented to Council and the following Resolution was passed:

Temporary C.A.O. Position, Clerk/Planning-2020-24

Resolution Number 207-2020

Moved by: Councillor Watt

Seconded by: Councillor Watson

That the Temporary Chief Administrative Officer (C.A.O.) position with Martina Chait-Hartwig be extended for three (3) months (until September 30, 2020) and that, with the assistance of a recruitment agency, that the process be started for the recruitment of a Chief Administrative Officer (C.A.O.) for a three (3) year contract, with an option of a two (2) year extension.

A recorded vote was requested by Deputy Mayor Moher. The roll was called by the Clerk and the vote was as follows:

| Recorded | For | Against |
|-------------------------|------------|----------------|
| Councillor Landsmann | X | |
| Councillor Watson | X | |
| Councillor Watt | X | |
| Deputy Mayor Moher | | X |
| Mayor Jones | | X |
| Results | 3 | 2 |
| Carried (3 to 2) | | |

Conclusion:

Since that meeting a number of emails have been received regarding Resolution Number 207-2020. Typically, the Township does not receive correspondence from the public relating to a decision made by Council.

The County of Peterborough was utilized for the original hiring of the Temporary C.A.O. position. Sheridan Graham, Director, Corporate Projects & Services, Peterborough County, was consulted to request assistance with this matter after the Township received a number of emails from the public due to her background with the original hiring process, including understanding of the intent of the organizational and service delivery review and the specific impacts and recommendations thereof.

As of writing this report, the Township has received the following twelve (12) emails regarding this matter:

- Jane Bremner
 - o Concern regarding the confidence of Council to manage decisions; specifically, regarding the tax increase and the disregard of the recommendation for the extension of the Temporary C.A.O. position.
- Bob and Jean Condon
 - o Disappointment in the direction Council has taken to fill the C.A.O. position; specifically, regarding not following the recommendation for the extension of the Temporary C.A.O. position.
- Paula Cowing
 - o Seeking answers/justification on not following the recommendation for the extension of the Temporary C.A.O. position; noting the current crisis and tax increase.
- Georgia Gale-Kidd
 - o Concern and Seeking answers/justification; regarding not following the recommendation for the extension of the Temporary C.A.O. position, the comments made in open session and starting the hiring process.
- Ken Jackman
 - o Disappointment/concern regarding not following the recommendation for the extension of the Temporary C.A.O. position, the difficulty to recruit during the summer months and during the pandemic and comments made in open session.

- Derrick Leahy
 - o Concerns regarding not following the recommendation for the extension of the Temporary C.A.O. position and starting the hiring process.
- Marian Leahy
 - o Concerns regarding not following the recommendation for the extension of the Temporary C.A.O. position and starting the hiring process.
 - o Requesting reconsideration of the decision of Council.
- Sharon McKeiver
 - o Disappointment in the direction Council has taken to fill the C.A.O. position; specifically, not following the recommendation for the extension of the Temporary C.A.O. position and not providing information/discussion prior to making decisions.
 - o Thanking Council for hard work, time and devotion.
- Darla Milne
 - o Thanking Council for their service
 - o Concerns regarding Item 9.8 Temporary C.A.O. Position, Clerk/Planning-2020-24. Lack of closed session for personnel matter, lack of adherence to the consultant's recommendations and concern of bias in future hiring practice.
- Jim Patterson
 - o Does not support council's decision.
- Judith Patterson
 - o In opposition to council's decision.
- Kathy Reid
 - o Requesting reconsideration of the decision of Council.

Concerns Raised:

There are many concerns raised in the various emails:

- Not accepting the recommendation of Tammy Carruthers, WSCS Consulting to extend the Temporary C.A.O. position until the end of the current year.
- The nature of the discussion on the matter.
- Starting the recruitment process of hiring a C.A.O. prior to the Service Delivery and Organizational Review is complete.
- Starting the recruitment process of hiring a C.A.O. at this time of year and during the emergency situation.
- The overall cost impacts to the Township and implications to the tax rate

Potential Impacts to Township:

The concerns raised in the various emails brings attention to some potential impacts the Decision may have on the Township. Staff feel it is important and our role to bring to Council's attention what some of the impacts on the Township could be:

- A Request for Proposal (RFP) is required to hire a consultant to assist with the hiring process. The RFP process will take approximately two to three months (development of RFP, issuance of RFP with timelines required for response, evaluation and award).
- After awarding the RFP, the hiring process for a C.A.O. will take approximately four to six months.
- Summer months are not the ideal time to start a hiring process, plus the Nation/Province is in a State of Emergency due to COVID-19.
- Based on the information we have received from other municipalities - the hiring process for a C.A.O. will cost approximately \$40,000-\$60,000.
- Without having the benefit of the completed Service Delivery and Organizational Review, it is unknown at this time how the C.A.O. position at the Township may change. Starting the hiring process prior to knowing how/if it may change may require additional work (i.e. stopping current process and having to advertise again for the 'new' C.A.O. position).
- If a C.A.O. is hired, contract signed, and then the position changes due to the outcome of the Service Delivery and Organizational Review, it may have legal implications.
- If a C.A.O. is not hired during the three-month period, there is currently no back-up plan for this position.
- Extending the current Temporary C.A.O. contract until the end of the year will provide the Township (Council and staff) with consistency through this pandemic and will allow Council time to start implementing changes resulting from the Service Delivery and Organizational Review.

If it is the wish of Council to reconsider the Decision, Section 12 (attached) of the Township's Procedural By-law provides provisions to allow Council the opportunity to Reconsider Resolution Number 207-2020.

- A member that voted in favour of Resolution Number 207-2020 would have to make a motion to reconsider the motion.
- There is no debate allowed if a member makes a motion to reconsider the original motion, however the member that makes the motion to reconsider is permitted to make a brief and concise statement outlining the reasons for proposing the reconsideration.
- A motion to reconsider requires the approval of a majority of Council.

- If a motion to reconsider Resolution Number 207-2020 is approved by Council, the reconsideration of the matter becomes the next order of business in the agenda.

Recommendation:

That the Clerk/Planning-2020-25 report, dated June 9, 2020, regarding Resolution Number 207-2020 - Temporary C.A.O. Position be received and that a member who voted in favour of Resolution Number 207-2020 may wish to reconsider the original motion.

Financial Impact:

- Hiring process for a C.A.O. - approximately \$40,000-\$60,000
- Additional costs may be required if the hiring process is initiated and then restarted
- Service Delivery and Organizational Review – \$64,410.00 including HST
- Implementing Service Delivery and Organizational Review – unknown
- If a C.A.O. is not hired within the three-month Temporary C.A.O. extension - unknown

Report Approval Details

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|----------------------|---|
| Document Title: | Resolution Number 207-2020 - Temporary C.A.O. Position.docx |
| Attachments: | - Section 12 - Reconsideration.docx |
| Final Approval Date: | Jun 11, 2020 |

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

Crystal McMillan, Clerk, Township of Douro-Dummer
Sheridan Graham, Director, Corporate Projects & Services, Peterborough County