

REPORT OF THE CHIEF ADMINISTRATIVE OFFICER

Re: Director Recruitment

RECOMMENDATION

That report of the Chief Administrative Officer be received;

And that Council authorize the expenditure of \$65,000 plus applicable taxes for the recruitment of two Directors (Director of Finance/Treasurer and Director of Public Works);

And that Council delegate authority to execute the letter of engagement submitted by Odgers-Berndston to the Chief Administrative Officer;

And that the funds for this expenditure be drawn from the Human Resources operating budget.

BACKGROUND

A request for proposal was issued to secure professional services to assist in the recruitment of two senior management positions, the Director of Finance/Treasurer and the Director of Public Works. Two submissions were received.

ANALYSIS

RFPs are evaluated by a review committee and graded based on a scoring criteria made available in the distributed document. Proponent's submissions were rated based on a scoring matrix which included company profile, references, expertise/reputation, proposed approach to search and guarantee and follow up period. The evaluation grid was comprised of two stages. The first stage contained the criteria previously mentioned and carried weighting of 85/100 while the second stage dealt with the quoted price and carried a weighting of 15/100. Proponents were required to achieve a minimum score of 75% or 64/85 in the first stage in order to advance to the second stage of the evaluation process.

Upon completion of stage 1 of the evaluation process one proponent failed to meet the minimum requirement and was eliminated from the selection process.

The merits of the successful proponent, Odgers-Berndston, included extensive experience with municipal sector searches (200+ over the past 5 Years), national presence, a success rate of 98%

over the past five years (successful candidates remaining in the role over 12 months), favourable references and a favourable guarantee period (9 months).

FINANCIAL IMPACT

The overall cost is \$65,000 plus applicable taxes. The Human Resources operating budget included \$35,000 for recruitment in 2024. Given expenditures in other areas of the department will not meet the budgeted amounts for the fiscal period assigned, the extra dollars required for recruitment purposes will not have a negative impact on the overall operating budget of the department.

LINKS TO STRATEGIC PLAN

When hiring, the City will strive to attract the best candidates and will conduct the process in a professional and comprehensive manner.

SUMMARY

Moving forward with this recruitment exercise illustrates the organization's commitment to effective and efficient management with regard to the delivery of City services.

