



MEMO

To: Elliot Lake Council

From: Rob deBortoli, CAO

Date: January 9, 2025

Subject: CAO Recruitment

When I joined the Team, at the City of Elliot Lake a little over a year ago, a part of my mandate was to lead a search for a full-time permanent CAO. Given where the organization is at in terms of solidifying a good management base (the anticipated hires and onboarding of new Directors and Managers), it would be prudent to initiate the search for a new CAO at this time. Taking into account the length of time it will take to conduct the search coupled with the notice/transition period the successful candidate may require, the benefits of initiating the search now will permit incoming directors and managers time to assimilate into their roles prior to the new CAO arriving, as well as providing the incoming CAO adequate time to adjust to the organization before the next election of Council.

That being said, Council will recall that at the regular meeting Council held on October 15, 2024 a resolution was passed authorizing the engagement of the recruitment firm Odgers-Berndston to conduct an executive search for the positions of Director of Finance and Director of Public Works. These searches are well underway with an anticipated interview dates to occur towards the end of this month. The firm has worked well with staff and has produced a short list of quality candidates.

Given that Odgers-Berndston is still actively engaged with us, it would be my recommendation to add the CAO search to their scope of work. Upon reaching out to the firm, they have indicated an interest to undertake the extra assignment for the lump sum price of \$39,300 plus applicable taxes and expenses. Apart from the price, all terms and conditions of the recruitment process mirror those established back in October.

The report presented to Council last October is appended to this memo as reference to the methodology utilized in the selection of the recruitment firm.

Should Council wish to proceed with the recommendation, the following resolution would be in order;

That the memo from the Chief Administrative Officer be received;

And that Council authorize the expenditure in the amount of \$39,300 plus applicable taxes and expenses for the recruitment of a Chief Administrative Officer;

And that Council delegate the 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 for the Human Resources operating budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Rob deBortoli', written in a cursive style.

Rob deBortoli
Chief Administrative Officer