



Human Resources Committee Agenda

Thursday, January 18, 2018
Council Chambers
Administration Centre, Walkerton

1. Declaration of Pecuniary Interest

2. Information Items

- A. Executive Search Firm for Director, Transportation & Environmental Services Vacancy (attached)

3. Closed Meeting

- A. That the Committee move into a closed meeting pursuant to
 - Section 239 (2) (b) of the Municipal Act, 2001, as amended, to discuss personal matters about an identifiable individual, including municipal or local board employees; and,
 - Section 239 (3.1) of the Municipal Act 2001, as amended for the purpose of educating or training members.
- B. Approval of Minutes - January 4, 2018

4. Rise and Report

5. Next Meeting

February 1, 2018

6. Adjournment



Committee Report

To: Warden Paul Eagleson
Members of the Executive Committee

From: Marianne Nero
Director of Human Resources

Date: January 18, 2018

Re: Executive Search Firm for Director, Transportation & Environmental Services Vacancy

Recommendation:

The Executive Search Firm for Director, Transportation & Environmental Services Vacancy Report is for information.

Background:

The Director, Transportation and Environmental Services announced his retirement effective March 30, 2018. Due to the significant nature of this position, a decision was undertaken to utilize an executive search firm. As per the County of Bruce's Purchasing Policy, three (3) quotations were sought. The organizations contacted had prior Municipal industry recruitment experience in addition to having experience in Transportation related recruitments.

Following contact, two (2) of the three (3) respondents provided recruitment proposals with action plans. The evaluation was undertaken by the Director, Human Resources and reviewed by the Chief Administrative Officer. The evaluation included the review of previous alike searches, placement guarantee periods and pricing. Both respondents had experience with both Municipal Sector, Leadership and Engineering related recruitments. The respondent selected indicated a greater depth of experience pertaining to Municipal Sector recruitment. Both respondents offered a fee structure, the selected respondent was based on a flat fee of \$27,000 plus applicable expenses with a twelve (12) month replacement guarantee and the other respondent was 25% of Base Salary equal to \$30,217 to \$35,550 with a six (6) month replacement guarantee.

The contract was awarded to Feldman Daxon Partners Inc. Founded in 1992, Feldman Daxon Partners is a boutique, Toronto-based human resources consulting firm. They have served clients across Canada and internationally in the public, private and not for profit sectors and have successfully completed more than 1,000 retained searches for senior managers and executives. Feldman Daxon provides specialized services in municipal recruitment having provided service to 57 municipal and related agencies in Ontario and Nova Scotia.



The project will be led by a Project Lead/Account Manager, Mr. Patrick Rowan. Mr. Rowan is a Partner of the firm and has successfully completed more than 175 executive searches for Ontario municipalities. Mr. Rowan will be supported by a Project Coordinator, Ms. Sarah DeGrace.

The Executive Search firm will perform the following Search Process over the next three (3) months (estimated based on typical experience and factors within their control);

1. Initial client meetings to discuss selection criteria, timeline and search strategy
2. Creation and client approval of position briefing/profile
3. Advertising posted
4. Search - contact and preliminary screening of potential candidates
5. Presentation of list of qualified candidates
6. Client interviews
7. Final candidate selection, assessment, and reference checks
8. Offer negotiation
9. Offer acceptance and notification of rejected applicants of the decision
10. Finalist resigns their current position and confirms start date with client

The search strategy proposed is undertaking an Ontario-wide and national search, directly approaching qualified candidates and sources by phone, LinkedIn and email in addition to leveraging an advertising strategy and their candidate database. Qualified candidates as based on Bruce County's job description which includes Bachelor's degree in civil engineering, a professional engineering designation and 7-10 or more years of experience in planning, design, construction, maintenance and administration of a large roads network with at least 3-5 years' experience in a leadership and management role. Further, candidates sought will possess leadership, change management, financial management and operational/strategic planning competencies.

Financial/Staffing/Legal/IT Considerations:

The financial considerations are as follows:

Retainer basis flat fee of \$27,000 +HST plus any necessary expenses:

- One-third (part one) of the fee is billed upon commencement of the search
- One-third (part two) of the fee is billed 30 days after the commencement of the search
- One-third (part three/final) of the fee is billed upon completion of the search

These fees will be funded from the 2018 Transportation budget from salary and benefits savings from the budgeted and vacant role of Engineering Manager.



Interdepartmental Consultation:

Not applicable.

Link to Strategic Goals and Elements:

Not applicable.

Approved by:

Kelley Coulter
Chief Administrative Officer