

## Report WR-CC-01-15

**To:** County Council  
**From:** Warden Kevin Eccles  
**Meeting Date:** Tuesday August 4, 2015  
**Subject:** **Appointment of new Chief Administrative Officer**  
**Status:**

### Recommendation(s)

**THAT Report WR-CC-01-15 be received;**

**AND THAT \_\_\_\_\_ be appointed as the County of Grey's new Chief Administrative Officer effective \_\_\_\_\_, 2015.**

### Background

Pursuant to Council's direction at the February session of Council (Resolution CS21-15), the Warden and four County Councillors have worked with Grant McLevy, the Director of Human Resources to complete a recruitment process and to prepare a recommendation to Council for a candidate for the position of Chief Administrative Officer (CAO) for the County of Grey.

### *Process*

The recruitment process included the following steps:

1. The hiring committee met with Mr. McLevy to review the process and discuss best practices for recruitment.
2. Based on that conversation a job posting was developed and advertisements were placed in a number of locations including local papers and a variety of websites including AMO, AMCTO, Municipal World, LinkedIn and OMHRA on February 18, 2015. The posting closed March 27, 2015.

3. As a result of the job posting, 54 applications were received and reviewed by the hiring committee.
4. Lindsay Hunsburger, Human Resources Professional with Ward & Uptigrove, was then contracted to assist with the recruitment process including the development of hiring criteria, scheduling and facilitating interviews as well as debriefing and the completing reference and other required checks.
5. The hiring committee and consultant reviewed the applications and narrowed down the applicants to 12 and completed telephone interviews with those individuals.
6. The hiring committee and consultant further narrowed down the applicants to five and then completed first round in-person interviews with these individuals.
7. The applicant list was further narrowed down to two applicants and second round interviews took place July 2 and 17, 2015.
8. Two different personality tests were also completed with the preferred candidate.
9. A final candidate was chosen, personal and employment based references were completed and a job offer was made to the preferred candidate with an agreed upon start date of \_\_\_\_\_.

## Financial / Staffing / Legal / Information Technology

### Considerations

There are no financial or information technology considerations related to this report.

The County has been operating since January 2015 with Sharon Vokes in the role of Acting CAO.

### Link to Strategic Goals / Priorities

Not applicable

### Attachments

None

Respectfully submitted by,

Kevin Eccles

Warden