

## Report WR-CC-01-14

**To:** County Council  
**From:** Warden Brian Milne  
**Meeting Date:** Thursday, October 23, 2014  
**Subject:** **Appointment of new Chief Administrative Officer**  
**Status:** Recommendation adopted by County Council as presented per Resolution CC145-14;

### Recommendation(s)

**THAT Report WR-CC-01-14 be received.**

**AND THAT Derik Brandt be appointed as the County of Grey's new Chief Administrative Officer effective Monday, November 10, 2014.**

### Background

Pursuant to Council's direction at the July Session of Council (Resolution CS-57-14), the Warden and four standing committee chairs have worked with 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 Office (CAO).

### *Process*

The recruitment process included the following steps:

1. The committee met with Grant McLevy to discuss best practices for recruitment, and to elicit opinions from the committee members regarding needs, wants and expectations of the new CAO.
2. Based on that conversation, a job posting was developed, and advertisements were placed in a number of locations including the local papers, and a variety of websites including AMO, Municipal World, MXTRA, AMCTO and OMHRA.

3. As a result of the job posting, 43 applications were received and reviewed by the committee and eventually narrowed down to six applicants, who were then selected for “first round” interviews.
4. A list of interview questions was developed for the first and second round interviews, and the first round interviews took place on Monday, September 15, 2014.
5. The committee narrowed that group of six candidates down to three, and those three candidates were selected for second round interviews which took place on Tuesday, September 30 and Thursday, October 16, 2014.
6. A final candidate was chosen, personal and employment based references were completed, and a job offer (Confidential Appendix A) was made to the preferred candidate with an agreed upon starting date of November 10, 2014.

### *Timing of Approval*

A special session of County Council has been called to approve the recommendation to hire a new CAO because of the timing of the upcoming municipal election on Monday, October 27<sup>th</sup>, 2014. Effective October 28<sup>th</sup>, Council may be subject to Section 275 of the Municipal Act (Restricted Acts) which would then preclude Council from enacting the by-law to appoint a CAO.

If that were to happen, the appointment by-law would need to be enacted by the incoming council. This would place uncertainty on the proposed candidate and potentially leave the corporation without a CAO for longer than necessary. The County is a large corporation that needs a CAO in place and delaying the process for an incoming Council is not recommended.

## Financial / Staffing / Legal / Information Technology

### Considerations

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

The County has been operating since July without a CAO in place, with members of the Senior Management Team on a monthly rotation of Acting CAO. While this has been working, it has limitations and not something that is recommended for an extended length of time. From a legal perspective, the appointment by-law cannot be enacted if Council falls under Restricted Acts of the Municipal Act.

## Attachments

Confidential Appendix A – Letter of Offer

Respectfully submitted by,  
Brian Milne, Warden