

To: David Creery, Chief Administrative Officer

From: Graham Dart, Interim Director of Human Resources

Re: Director of Administrative Services

AIM

To receive Council’s direction to commence the recruitment process for the Director of Administrative Services (City Treasurer).

BACKGROUND

On or about August 29, 2024, the current Director of Administrative Services, Ms. Diane Campbell, provided written notice to the CAO of her intention to retire from employment at The City of Woodstock after 33 plus years of dedicated service. Her last day at work will be May 30, 2025.

COMMENTS

Section 286 (1) of the Ontario Municipal Act states “A municipality **shall** appoint a treasurer who is responsible for handling all the financial affairs of the municipality ...”

The Director of Administrative Services is an integral part of the Senior Management structure of the Municipality and according to the position description “leads the Administrative Services Department in support of its statutory, operational and advisory functions as well as performing the duties of the Municipal Treasurer as prescribed by the Municipal Act.”

Council Policy HR004 Staff Recruitment and Selection, requires for Department Head recruitment that a report is brought to Council outlining the vacancy and provide recommendations related to Council involvement. The level of Council involvement must remain below quorum. Since this Policy was amended in 2019, Council has both directed the Chief Administrative Officer to manage Department Head recruitment without Council involvement as well as included Council participation in the recruitment process. In all cases the recommendation for the hiring of a Department Head is brought to the entire City Council for approval.

RECOMMENDATION

That Woodstock City Council direct the Chief Administrative Officer to manage the recruitment process for the Director of Administrative Services/City Treasurer with the best use of staff resources.

OR

That Woodstock City Council direct the Chief Administrative Officer to manage the recruitment process for the Director of Administrative Services/City Treasurer with the best use of staff resources and that Council appoint Councilor(s) _____ to participate in the interview process.

Authored by: Graham Dart, Interim Director of Human Resources

Approved by: David Creery, Chief Administrative Officer