

To: David Creery, Chief Administrative Officer

From: Magda Leski, Director of Human Resources

Re: Selection Committee for the Director of Public Works

AIM

To obtain Council's direction concerning the initiation of the recruitment and selection process for the Director of Public Works.

BACKGROUND

The current Director of Public Works has communicated his intention to retire, effective June 30, 2025. According to Council Policy HR004 on Staff Recruitment and Selection, a report detailing the vacancy must be presented to Council, including recommendations for Council's involvement while ensuring compliance with legal and policy requirements. In the past Council has directed the CAO to manage Department Head recruitments by assigning city staff to a recruitment panel or selected Council Member(s) to participate with staff on the recruitment panel. While the previous recruitment process for this role in 2021 did not include Councilor participation in interviews, Council must decide on the level of their involvement this time. All Department Head appointments require the approval of City Council.

COMMENTS

Council Policy HR004 emphasizes the strategic role of the CAO in overseeing recruitment processes, ensuring a consistent and equitable approach aligning with organizational goals. The CAO's management allows efficient resource utilization while maintaining Council's accountability through mandatory final approval. Council must ensure its involvement stays below quorum, as stipulated in the policy.

ATTACHMENTS

NA

RECOMMENDATION

That Woodstock City Council directs the CAO to manage the recruitment process with the best use of staff resources.

Or

That Woodstock City Council directs the CAO to manage the recruitment process with the best use of staff resources and further that Council appoint Councillor(s) _____ to participate in the interview process.

Authored by: Magda Leski, Director of Human Resources

Approved by: Magda Leski, Director of Human Resources

Approved by: David Creery, P. Eng, MBA, Chief Administrative Officer