



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
(519) 733-2305  
[www.kingsville.ca](http://www.kingsville.ca)  
[kingsvilleworks@kingsville.ca](mailto:kingsvilleworks@kingsville.ca)

**Date:** May 28, 2020  
**To:** Mayor and Council  
**Author:** Jennifer Galea, Human Resources Manager  
**RE:** CAO Recruiter Options  
**Report No.:** CS-2020-17

---

## **AIM**

To obtain council approval to allow the HR Manager to initiate the recruitment process with the recruiter.

## **BACKGROUND**

On March 3, 2020, the CAO position became vacant at the Town of Kingsville. On May 25, 2020, Council directed the HR Manager to move forward with the CAO Recruitment Process using an External Recruiter.

On May 28, 2020, the HR Manager contacted recruitment firms and requested a proposal be sent in by June 3, 2020 at 12:00 p.m. The following municipal recruitment firms were asked to provide a quote: FeldmanDaxon, Odgers Berndtson, Waterhouse Executive Search, Phelps Group, Ravenhill Group and Western Management Consultants.

## **DISCUSSION**

Provided in the chart below is a summary of the recruitment costs, additional expenses, time frame for hire and a guarantee of services provided from the proposals that were submitted. All firms that submitted were within the original budget that was proposed.

Recruitment Firm	Waterhouse Executive Search	FeldmanDaxon Partners Inc.	Western Management Consultants Inc.	Ravenhill Smith Search Inc.	Odgers Berndtson
Recruitment Cost	\$24,000	\$30,000	\$20,000	\$24,000	\$35,000
Additional expenses	Candidate travel costs, and additional advertising (2 included)	Advertising, psychometric testing, travel expenses	Assessments, expenses (advertising, long distance calls, travel, etc.)	Courier services, travel, and advertising.	5% (\$1,750) engagement support expense and monthly out of pocket expense (\$1,500)
Time Frame	12 weeks	15-18 weeks	12 weeks	17-20 weeks	12 weeks
Guarantee of Services	18 months	12 months	12 months	12 months	12 months

The Administration team, consisting of the Director of Financial Services, Director of Corporate Services and the HR Manager, reviewed all proposals. The proposals were evaluated based on the following criteria:

- Costing
- Timeframe for recruitment
- Service guarantee
- Recruitment experience, including municipal experience
- Interview process and screening
- Psychometric testing, background and reference checks

Based on the evaluation, Administration is recommending that Council engage Waterhouse Executive Search (“Waterhouse”) for the CAO recruitment. This firm has extensive municipal, and high-level executive, recruitment experience and clearly identified the recruitment process it would follow. That process essentially mirrors the process outlined in the CAO Recruitment Report (CS-2020-09), presented to Council on May 25, 2020 (Attached as ‘Appendix A’).

The cost of the contract includes all background checks, psychometric testing, their travel costs and advertising LinkedIn and two career portals. Waterhouse guarantees their recruitment for an 18 month period and offers a 360 review after the first year of employment for the new CAO, at the Town’s option and at no additional cost. Moreover, their cost proposal was one of the lowest, if not the lowest, after factoring in the additional expenses of the other firms that submitted proposals.

## **LINK TO STRATEGIC PLAN**

Effectively manage corporate resources and maximize performance in day-to-day operations.

## **FINANCIAL CONSIDERATIONS**

The cost of the recruitment using Waterhouse Executive Search is \$24,000 (excluding HST), plus the potential for additional expenses for items such as additional advertising or candidate travel.

## **CONSULTATIONS**

Director of Corporate Services  
Director of Financial Services

## **RECOMMENDATION**

That Council authorize the HR Manager to engage Waterhouse Executive Search to recruit for the vacant CAO position.

*Jennifer Galea*

\_\_\_\_\_  
Jennifer Galea, CHRL  
Human Resources Manager

*Jennifer Astrologo*

\_\_\_\_\_  
Jennifer Astrologo B.H.K. (Hons), LL.B.  
Director of Corporate Services/Clerk

*Ryan McLeod*

\_\_\_\_\_  
Ryan McLeod, CPA, CA  
Director of Financial Services