

**SPECIAL MEETING OF COUNCIL OF THE CORPORATION OF
THE TOWNSHIP OF MANITOUWADGE, TO BE HELD IN THE
COUNCIL CHAMBERS, MUNICIPAL ADMINISTRATION
COMPLEX, MANITOUWADGE, ONTARIO, ON
FRIDAY APRIL 22, 2016 AT THE HOUR OF 1:00 p.m.**

AGENDA

01 CALL TO ORDER

02 DISCLOSURE OF INTEREST

03 NEW BUSINESS

01 Administration Report 2016-01 regarding the hiring of an Economic Development Officer submitted by Margaret Hartling, CAO/Clerk-Treasurer dated April 6, 2016.

04 CONTINUATION OF DISCUSSION

01 2016 DRAFT BUDGET

05 RESOLUTION TO GO INTO CLOSED SESSION

01 personal matters about an identifiable individual, including municipal or local board employees.
- Budget clarifications regarding personnel.

06 ADJOURNMENT *****

Township of Manitowadge Administration Report

Date: April 6, 2016 **No. ADM2016-01**

Submitted to: Mayor and Council

Issue: Economic Development Officer

Background: In December of 2015, Council gave administration direction to proceed with the hiring of an Economic Development Officer.

Discussion: The position was advertised in several locations relevant to the position. The Economic Development Corporation was invited to be part of the process and they selected a Board member to sit on the hiring committee.

Upon closing there were 12 applicants. Of the 12, 5 were selected for interviews. After the interviews, the candidates were independently ranked by the members of the hiring committee. An offer was made to the highest ranking candidate to visit Manitowadge. Just prior to the date, this candidate withdrew from the process.

The next candidate was made the same offer and again, prior to the date this candidate also withdrew from the process.

The committee unanimously feels that there are no other qualified candidates that they wish to extend the offer to.

Administration has tried, unsuccessfully, several times in the past to secure an Economic Development Officer. The advertising costs for the current process were in excess of \$5,000.00.

An option would be to secure the services of an Executive Search Firm to assist us in the process. Attached you will find a summary of the type of services these firms offer.

The problem in retaining and Economic Development Officer is not a matter of compensation as the expectation for most of the candidates was well within our grid.

Financial Implications:

Should Council wish to advertise the position again, there would be advertising costs of approximately \$5,000.

The cost of using the services of an Executive Search Firm will be approximately \$20,000-\$25,000

Options:

- 1) Open the competition again, changing the requirements for the position
- 2) Hiring an Executive Search Firm to assist with the process.
- 3) Apply for Funding, and if successful, advertise the position once funding is secured.

Respectfully submitted by:

Mhartling

Margaret Hartling
CAO/Clerk-Treasurer