
MEMORANDUM

CAO 20-2021

Subject: Recruitment of the Commissioner Public Works

Date: December 7, 2021

To: Public Works Committee

From: Ron Tripp, Chief Administrative Officer

This memo is to provide an update concerning the recruitment for the permanent position of Commissioner Public Works.

As Council is aware, effective October 4, 2021 I was appointed to the role of Chief Administrative Officer (CAO) for the Region, and my former role of Commissioner Public Works is now permanently vacant as a result.

Recruitment for the role of Commissioner Public Works

It is important that a recruitment for this role commence immediately. The role of Commissioner of Public Works is a critical role within the organization and the Corporate Leadership Team. The Commissioner provides strategic leadership in the planning, design, operation, maintenance, compliance and delivery of transportation, water and wastewater and waste management services for the Region, ensuring that departmental programs and services support the strategic priorities, objectives, and initiatives of the Region.

I have been working with Human Resources staff to facilitate a candidate search for this position. Given the responsibilities of this role, along with the highly specialized skill sets required to carry out the Region's Public Works services, and in the interest of expediting the recruitment process, Human Resources in consultation with Procurement, will establish Modified Single Source process, above the Procurement By-law limit, by identifying up to five (5) Executive Search Firms (ESF) to select one (1) ESF to coordinate with the CAO on the recruitment and selection process. As Council will recall, this was the approach taken with the Commissioner Planning and Development Services recruit earlier this year. The costs associated with engaging an ESF in this recruitment can be accommodated within the Council approved 2021 budget.

Human Resources, in coordination with the ESF, will ensure the successful launch of a fulsome recruitment strategy. This strategy will include a targeted advertising through established professional associations and networks with regional, provincial and national outreach. Accordingly, we will proceed to identify interested and qualified candidates to fill the position. It is our intention to replace the role of the Commissioner as expeditiously as possible; it can be expected to take up to several months to complete this recruitment as compared to the greater duration of time this could take should we undertake a formal procurement process to engage an ESF.

Once qualified candidates are identified, an interview and selection process will be conducted; Public Works Committee Chairs will be invited to participate in the interview process as required.

The recommended candidate for the position of Commissioner Public Works will be presented to Council in the form of a future Report for consideration and approval in making a permanent appointment to the role.

Interim Acting Commissioner Public Works

As Council is aware, I served as Acting CAO for the period of December 13, 2018 to October 3, 2021. Since assuming the position of Acting CAO, the Commissioner Public Works position had initially been filled internally by myself and one of my staff, and since February 24, 2020 Bruce Zvaniga has held the position of Acting Commissioner Public Works. His temporary employment contract was set to expire on October 30, 2021, the contract was in place concurrent with me being in the Acting CAO role.

To ensure continued continuity in leadership in the fulfillment of the Council Business Plan, effective planning and maintenance of our Public Works infrastructure as well as continued partnerships with Senior leaders at the Region, Municipal partners, and other key stakeholders; Bruce Zvaniga will remain as Acting Commissioner Public Works. A contract extension has been issued for up to 6 months (to April 29, 2022) with the intent to provide the Region time to recruit a permanent role incumbent. I have every confidence that Bruce will continue to perform effectively in the role of Acting Commissioner during this time of transition.

Respectfully submitted and signed by

Ron Tripp, P.Eng.
Chief Administrative Officer