

**Memorandum**

**CAO 1-2025**

**Subject:** Recruitment of Commissioner Corporate Services

**Date:** February 5, 2025

**To:** Corporate Services Committee

**From:** Ron Tripp, P.Eng., Chief Administrative Officer

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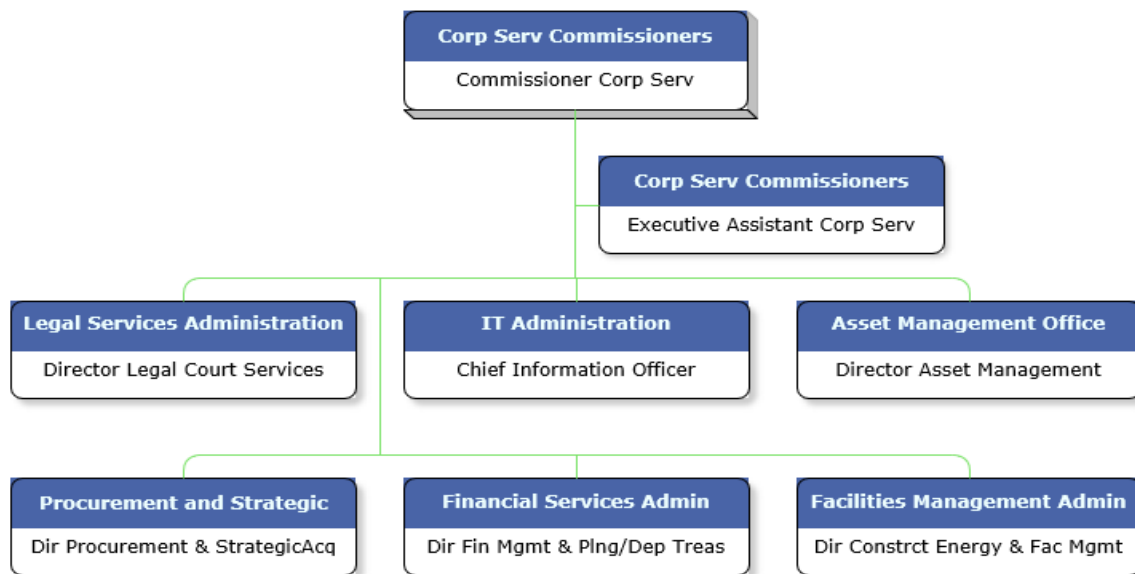
This memo is to provide an update concerning the recruitment for the permanent position of Commissioner Corporate Services.

Through Confidential CAO 11-2024 report; Council approved the appointment of Dan Carnegie into the position of Commissioner, Corporate Services in an acting capacity for the temporary period of up to August 29, 2025.

**Recruitment for the role of Commissioner Corporate Services**

The position of Commissioner Corporate Services will be vacant due to a firm contract end date and the expected retirement of Dan Carnegie. With this retirement, we have begun the process to recruit for this role to ensure continued team development and business continuity. The complexity of this recruitment arises from the breadth and depth of specialized knowledge, skills, and experience required and the fact that the current temporary role incumbent has a fixed retirement date of August 29, 2025. Based on the complexity of the role, it is important to have a reasonable cross over period between new and existing role incumbents. To ensure the required cross over period, it is important that the recruitment for this role commence immediately.

The role of Commissioner Corporate Services is a critical within the organization and the Corporate Leadership Team. The Commissioner provides strategic leadership and oversight of the development and implementation of integrated services in the disciplines of Legal and Court Services, Information Technology, Procurement and Strategic Acquisition; Construction, Energy & Facilities Management, Asset Management and Financial Management 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 plan for this position. Given the responsibilities of this role, along with the highly specialized skill sets required to execute on Corporate Services accountabilities, and in the interest of expediting the recruitment process, Human Resources in consultation with Procurement, through By-law 18 (a)(i) Bid Solicitations are not required for Single Source Purchases, provided that any of the following conditions apply: the compatibility of a Purchase with existing equipment, product standards, facilities or service is a paramount consideration; has retained the services of Odgers Berndtson to lead this recruitment process on behalf of the Region.

Odgers Berndtson has demonstrated expertise in senior leadership recruitment and a proven track record in securing effective individuals in similar roles in the public sector. A market scan identified limited agencies with the requisite experience and knowledge. Among them, Odgers Berndtson stands out as a leader in municipal executive recruitment, having successfully conducted similar searches for comparable roles. Their established network, deep understanding of the municipal sector, and ability to attract top-tier talent provides us the highest likelihood of securing a suitable candidate within a reasonable timeframe. Further, Odgers has recently supported the Region in securing two senior leader positions (Commissioner Community Services and Director Finance) at the Region gaining and effectively leveraging a strong understanding of our organization, culture and leadership requirements.

Human Resources, in coordination with Odgers Berndtson, will ensure the successful launch of a fulsome recruitment strategy. This strategy will include an updated Job Description resulting in a full review of the current accountabilities of the role, including the Treasurer function, 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.

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

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

Respectfully submitted and signed by

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Ron Tripp, P.Eng.  
Chief Administrative Officer