



RM of Meadow Lake #588 Special Meeting Minutes – January 16, 2020

Minutes of the Regular Council Meeting, of the RM of Meadow Lake #588 held in Council Chambers at #203 Highway 4 NW, Meadow Lake, Sask. on the 16th day of January, 2020.

Present:

Reeve – Timothy McKay

Councillors:

Div. 1 – Dale Sheppard

Div. 4 – Garry Ratke

Div. 2 – Russ Jones

Div. 5 – Blair Mysko

Div. 3 – Ron Johnson

Div. 6 – Ernie Schwartz

Chief Administrative Officer – Gina Bernier

The meeting was called to order by Reeve Timothy McKay at 7:00 p.m.

016/20

Waiver

MYSKO

That the waiver notice as attached to these minutes be approved.

Carried.

017/20

Employee Recruitment

RATKE

That the CAO be authorized to hire an Employee Recruiter to recruit a Financial Officer as well as a Manager of Public Works; and

That the Council shall budget \$50,000.00 towards this project; and

That the Council authorize the contract with Davies Consulting Group, Executive Search Services.

Carried.

Ernie Schwartz abstained from voting.

018/20

Adjournment – 8:18 p.m.

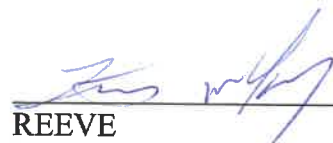
JONES

That this meeting be adjourned.

Carried



CHIEF ADMINISTRATIVE OFFICER



REEVE

Date: January 16, 2020

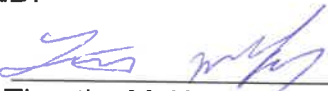

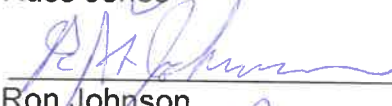
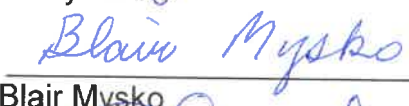
R.M. of Meadow Lake #588

WAIVER OF NOTICE OF A SPECIAL MEETING OF COUNCIL CALLED UNDER AUTHORITY OF THE RURAL MUNICIPALITY ACT.

We, the undersigned members of the council of the Rural Municipality of Meadow Lake #588 hereby waive notice of a special meeting of council to be held in the council chambers of the Rural Municipality of Meadow Lake #588, Meadow Lake, Saskatchewan on January 16, 2020, commencing at 9:15 p.m. CST for the purpose of discussing and acting upon the following items:

- Employee Relations

SIGNED:

Name: <u></u> Timothy McKay	Date: <u>January 16, 2020</u>
Name: <u></u> Dale Sheppard	Date: <u>January 16, 2020</u>
Name: <u></u> Russ Jones	Date: <u>January 16, 2020</u>
Name: <u></u> Ron Johnson	Date: <u>January 16, 2020</u>
Name: <u></u> Garry Ratke	Date: <u>January 16, 2020</u>
Name: <u></u> Blair Mysko	Date: <u>January 16, 2020</u>
Name: <u></u> Ernie Schwartz	Date: <u>January 16, 2020</u>



Agenda
RM of Meadow Lake #588
In Camera
January 16, 2020

1. Call to order
2. Employee Relations
 - a. Recommendations from JR McDonald & Associates
 - b. Employee Recruitment Organization Appointment
3. Adjournment



January 9, 2020

PRIVATE & CONFIDENTIAL

Submitted via Email

Ms. Gina Bernier
Chief Administrative Officer
RM of Meadow Lake No. 588
203 – Highway 4 Northwest
Box 668, Meadow Lake, SK S9X 1Y5

Dear Ms. Bernier:

As per our phone conversation on January 3rd, **DCG Executive Search Services Ltd.** (DCG) is pleased to submit our expression of interest for the upcoming **Manager of Public Works** role and the **Financial Officer** role with the RM of Meadow Lake No. 588 (RM). We are excited at the prospect of working with you and the RM to secure top-notch candidate(s) for these two crucial roles.

James Davies, Managing Director of DCG, has been conducting executive search assignments for both urban and rural municipalities across western Canada for over nineteen years. Our search process proves that we know how to access and identify viable candidates, while at the same time limiting the potential risks for our clients. Our goal is to take the burden off you through a professional and transparent approach to recruiting, evaluating, and finding the right individuals to serve as the RM's next Manager of Public Works and the RM's next Financial Officer.

This letter outlines information about DCG, our methodology, our professional fee and guarantee, our strict "hands off" policy, as well as an estimated time frame to complete these two assignments.

We recognize the urgency to fill such important roles and the implications of hiring the wrong individuals, so once these two searches are underway, we look forward to diligently generating a strong pool of candidates based on the needs and organizational fit for the RM of Meadow Lake.

Below is our suggested approach.

Executive Summary:

About DCG Executive Search Services Ltd.:

DCG is a full-service executive and professional search firm specializing in senior level municipal recruitment, with national and global reach, serving clients across western Canada. We guarantee first class and personal involvement, which many of our competitors are unwilling to offer. We have a large and current national network of professional contacts within local government circles, at provincial government levels, within the municipal consulting field, as well as across the private sector. James Davies is the firm's

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Managing Director and has conducted hundreds of senior search engagements across western Canada during his nineteen plus year career and would be your day-to-day contact for all aspects of the search.

Related Experience & Expertise:

James has been the lead consultant and client contact on a number of previous successful searches including:

- ❖ *General Manager, Municipal Services for Sturgeon County (AB)*
- ❖ *Chief Administrative Officer (CAO) with the Town of Barrhead, Town of Olds, Town of Rocky Mountain House, and the Town of Sundre (AB)*
- ❖ *Director of Infrastructure Services for Thorhild County (AB)*
- ❖ *Director of Infrastructure Services for Woodlands County (AB)*
- ❖ *CAO for the County of Paintearth (Castor, AB), Kneehill County (ThreeHills, AB), and Woodlands County (Whitecourt, AB)*
- ❖ *Infrastructure Services Manager for the Town of Hinton (AB)*
- ❖ *City Manager (CAO) with the City of Lloydminster (AB/SK)*
- ❖ *CAO with the Municipal District of Bonnyville (AB), the Municipal District of Greenview (AB), Thorhild County (AB), and the County of St Paul (AB)*
- ❖ *CAO for the Town of Smoky Lake (AB), and the Town of Grimshaw (AB)*
- ❖ *City Manager for the City of Yellowknife (NT)*
- ❖ *Assistant Chief Administrative Officer (CAO) for Lac Ste. Anne County (Sangudo, AB)*
- ❖ *Manager of Transportation Services for Yellowhead County (AB)*
- ❖ *Public Works Manager and the Economic Development & Tourism Manager with the Town of Vegreville (AB)*
- ❖ *Director of Parks & Recreation for the Town of Barrhead (AB)*
- ❖ *Manager of Planning & Development for Thorhild County (AB)*
- ❖ *Director of Corporate Services for Mountain View County (Didsbury, AB) and Director of Corporate Services for the Town of Rocky Mountain House (AB)*
- ❖ *Director of Planning & Development for Athabasca County (AB)*
- ❖ *Regional Emergency Manager for the Beaver Emergency Services Commission (Viking, AB)*
- ❖ *General Manager for Ste. Anne Natural Gas Co-Op Ltd. (Onoway, AB)*
- ❖ *Executive Director for the Alberta Fire Chiefs Association (AB) and the Executive Director for the Northern Lights Library System (Elk Point, AB)*
- ❖ *Director of Corporate Services for the MD of Greenview (Valleyview, AB)*
- ❖ *two Directors (Corporate Services and also Planning & Development) for Brazeau County (AB)*
- ❖ *General Manger of Engineering Services for the City of Camrose (AB)*
- ❖ *GM of Infrastructure & Engineering for the City of Cold Lake (AB)*
- ❖ *Director of Communications & Advocacy for the AAMDC – now RMA (Nisku, AB)*

In addition, prior to starting his own search firm in 2010, James completed many relevant senior level municipal recruitments with another national search firm.

Methodology:

The Search Process Covers the Following Steps:

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- **Understanding the Needs of the RM/Detailed Profiling of the Position(s):** This includes our initial discussion(s), as well as any subsequent conversations to determine the experience, qualifications, and competencies that would best suit the incoming Manager of Public Works and the incoming Finance Officer. In addition, we gain an appreciation of the cultural fit required for the successful candidate(s) to be effective in the organization. This information will be compiled into two separate Position & Person Profiles outlining information about the RM of Meadow Lake, an overview of the respective position, and the qualifications and competencies required. We also implement a strategy (should there be any internal or local candidates applying) so that everyone is streamlined through DCG, to ensure equal and fair treatment of all candidates.
- **Sourcing & Direct Contact:** Direct contact through headhunting and referrals with qualified sources and candidates locally, provincially and, if necessary, nationally.
- **Advertising:** Any required advertising (as approved by you). This is typically not recommended, however you may feel it is necessary to hit a few key sites to maximize exposure and fulfill political imperatives. These *may* include the SARM website (\$20/week per post), SUMA (\$150 plus taxes for members), the CPWA, SK Chapter (no cost), Municipal World (\$469 plus taxes) and/or Canada Municipal Jobs (\$140 plus taxes), and perhaps insertion into Meadowlake Now (quotes required).
- **Regular Client Updates:** Regular weekly to biweekly updates on all aspects of the search including a thorough evaluation of all candidates. This also includes keeping in regular contact with the candidates so they are aware of the timing and process.
- **Evaluating & Assessing Candidates against the Profile(s)/Summary Reports:** Comprehensive summary reports and debriefs of all candidates moving forward to the shortlist.
- **Arranging & Facilitating Shortlist Interviews/Reference Checks:** Arranging shortlist interviews and conducting in-depth reference checks on the final candidates, including any necessary background checks. DCG will also facilitate the final interview process and assist in preparing appropriate interview questions, should you wish.
- **Finalizing the Process:** Closing out of all candidates and debriefing those who were interviewed; as well as participating in the negotiating process as needed.
- **Follow Up:** Ongoing follow up with you and the successful candidate(s) to ensure a smooth transition into the organization.

Project Schedule & Timeline:

We will make every effort to expedite these assignments without compromising the process. That said, a thorough search typically takes **7-9 weeks** to the shortlist, once the Position & Person Profile(s) have been approved. Because of our current and previous work within western Canada, and our previous experience (specifically recruiting within the noted professional disciplines), we already have an extensive network of up-to-date and relevant sources, and we can begin preparing a target list of contacts in fairly short order once the profiles have been approved.

Professional Fee & Timing:

We are a retainer search firm and our professional search fee for these two assignments will be a flat combined fee of **\$49,500**...or a per position flat fee of \$27,000 for the Manager of Public Works role and

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\$27,000 for the Finance Officer role. Naturally, out of pocket disbursements will be additional, and they will be charged at cost (to be supported by receipts). As we are uncertain at this point where the shortlist candidates will reside, it is difficult to predict the actual total disbursement costs associated. Disbursements will be kept to a minimum, however there may be incurred costs to the RM that can include: any approved advertising costs (see above), approved consultant travel and accommodations for any in-person client meetings, as well as accommodations, airfare, vehicle rental, and/or mileage during the shortlist interviews for any candidates coming from a reasonable distance.

Our professional fee is billed monthly with the first third being issued at the end of the month in which the assignment is commenced. The second third is billed at the end of month two, and the final third is billed upon the acceptance of the offer.

Our Commitment:

DCG guarantees our work for a period of six (6) months from the date in which the two successful candidate(s) begin their employment with the RM. This simply states that if the successful individual(s) leave for any reason other than that the parameters of the position(s) are changed, the position(s) become redundant, or major changes to senior administration occur, we will conduct the searches again at no cost to you, other than disbursements. In addition to this professional guarantee, we will not actively source any employees of the RM of Meadow Lake for a period of **three (3)** years from the date our assignment commences.

Should you require additional information, please contact me directly at 780-758-9796, and I'd be happy to elaborate. Thank you again for your consideration and we look forward to working with you to secure solid and proven candidate(s) as the RM's new Manager of Public Works, as well as the RM's new Financial Officer.

Regards,



James Davies
Managing Director
DCG Executive Search Services Ltd.

Agreed to and accepted this 23 day of January, 2020.



(CAO) Reeve

Signing Authority
RM of Meadow Lake No. 588

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