

Municipality of Chatham-Kent

Chief Administrative Officer

To: Mayor and Members of Council
From: Tony Haddad, Interim CAO
Date: June 6, 2022
Subject: Appointment of Chief Administrative Officer

Recommendations

It is recommended that:

1. The appointment of Michael Duben as Chief Administrative Officer for the Municipality of Chatham-Kent effective September 8, 2022 be approved and the Mayor be authorized to execute an employment contract with Michael Duben based on the terms approved by Council in Closed Session.
2. The CAO Bylaw appointing Michael Duben as Chief Administrative Officer effective September 8, 2022 be approved.
3. The Interim CAO Bylaw 51-2022 for Tony Haddad be amended to extend his appointment until September 7, 2022 and that his consulting services be retained until September 9, 2022 to provide transition support to the incoming CAO.

Background

Waterhouse Executive Search was retained by Chatham-Kent Council to further assist in the recruitment of a new Chief Administrative Officer following the retirement of Don Shropshire and the unsuccessful recruitment for his successor.

A review of the applicants following the closing of the posting took place with a short list of applicants identified by the recruiter for interviews. From this process, a list of three finalist candidates were selected for interview and presentation to Council. The resulting outcome was a preferred candidate to negotiate contract terms as the framework for an employment agreement.

Comments

With the completion of the recruitment process for a new Chief Administrative Officer for Chatham-Kent, it is recommended that the appointment of Michael Duben be approved, effective September 8, 2022. In addition, the CAO bylaw should be considered and approved at this time.

Further, the Interim CAO bylaw for Tony Haddad would be extended until September 7, 2022 but his consulting contract with the Municipality extended until September 9, 2022 to allow for an effective transition.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

- ☐ Economic Prosperity:
Chatham-Kent is an innovative and thriving community with a diversified economy
- ☐ A Healthy and Safe Community:
Chatham-Kent is a healthy and safe community with sustainable population growth
- ☒ People and Culture:
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- ☐ Environmental Sustainability:
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

- ☐ Financial Sustainability:
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- ☒ Open, Transparent and Effective Governance:

The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- ☒ Has the potential to support all areas of strategic focus & critical success factors
- ☐ Neutral issues (does not support negatively or positively)

Consultation

Consultations included the recruitment consultant, internal legal counsel, external legal (labour) counsel and human resources.

Financial Implications

The financial implications of these recommendations are included in both the 2022 approved budget allocations for the CAO's office and the labour relations reserve.

Prepared by: Tony Haddad, Chief Administrative Officer (Interim)

Reviewed by: Cathy Hoffman, Chief Human Resource Officer and
General Manager, Corporate Services

Dave Taylor, Director, Legal Services
Barrister & Solicitor Municipality of Chatham-Kent

Attachments: CAO Appointment By-law
 Interim CAO Appointment Extension By-law