



CORPORATION OF THE TOWNSHIP OF PRINCE

SPECIAL MEETING AGENDA

April 20, 2023

6:00 PM

COMMUNITY HALL

Join Zoom Meeting

<https://us02web.zoom.us/j/88489270694?pwd=VSszREUxeTQ2OGxuVjUxM0dhWFNkUT09>
Meeting ID: 884 8927 0694

Land Acknowledgement

It is important that we acknowledge, with respect, that we are in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabe and known as Bawating. Bawating is the home of the Garden River First Nation, Batchewana First Nation, and the Historic Sault Ste. Marie Metis Council. We should and will honor and respect these Indigenous people as the ancestors and traditional stewards of the land upon which we stand today. May our relationships with the land teach us to live and work in good relationship with one another.

1. Call to Order
2. Approve Agenda
3. Disclosure of Pecuniary Interest
4. Petitions and/or delegations- none
5. Closed Session
 - a) Personal matters about an identifiable individual s.239(2)(b)
 - b) Labour relations or employee negotiations s. 239 (2)(d); Hiring process for Municipal Administrator replacement
6. New Business
 - a) Ironside and Summit PCG quotes for recruitment services for the Municipal Administrator position
7. Adjournment



QUOTATION FOR SERVICES
Prince Township – 21 March 2023

| For the Following Services | Time | Cost |
|---|-------------|-------------------|
| <u>Recruitment of CAO/Clerk:</u> <ul style="list-style-type: none"> • Revision to existing position description with final approval by Council • Development of Job Posting with sites to be recommended and posted by staff • Development of Recommended Salary Scale • Development of Application Screening Tool – screening by consultant • Development of Competency based Interview questions and Potential Responses – interviews by Council members and Recommended hire by Council members • Reference, Credential, and Social Media Screening of candidate recommended for hire by consultant • Development of Draft Employment Contract – by consultant with final version to be screened by legal counsel (legal cost not included) | | |
| Sub-Total | 15.0 | \$3,750.00 |
| Disbursements | | 0.00 |
| HST | | \$487.50 |
| TOTAL | | \$4,237.50 |

Notes:

1. Business Number: 87739 0922 RT0001
2. Any additional approved services will be invoiced at the rate of \$250.00/hour.
3. Mileage charges at \$0.65/km.
4. Travel time – one way charge.

155 Ironside Drive
 Prince Township, ON
 P6A 6K4

Toll Free: 1-866-881-0003
 Office (705) 779-3223
 Mobile (705) 542-3504

Email: ironsideconsult@outlook.com
 Web : www.ironsideconsulting.ca



April 11, 2023

Mayor Palumbo and Councillors
Corporation of the Township of Prince
P.O. Box 249
3042 Second Line West
Prince Township, ON P6A 6K4

RE: Quote Recruiting Services and Communications

Your Worship and Members of Council

Summit PCG is pleased to provide the following quote for the recruiting services for your Municipal Manager/CAO and for communication services related to the final selection of the candidate at Prince Township.

Our Proposal

Council will receive:

- A complete review of the existing job description, for review and approval of Council,
- Performance review and the development of Key Performance Indicators for the position and for Council's approval based on Council Term Plans,
- Job description review and update for the two other administrative positions within Prince Township,
- Competency and best practice review for Municipal Manager/CAO,
- Proposed compensation grids, for Municipal Manager and Administrative positions,
- Draft employment contracts for Municipal Administrator and Administrative positions, Council approval (Legal Review of draft contract cost not included)
- Preparation of advertising and list of recommended site locations and resources for ad placement by Township staff,
- Pre-screening of candidates and review of qualification analysis for Council report,
- Development of recruiting and Council analysis tool for interview of final two candidates,
- Background verification, reference checks and on-line social media report,
- Communication Analysis and recommended next steps, including announcement of status of the position for recruitment and all announcement preparation for media related to the hiring of a new Municipal Manager/CAO.

| | |
|-----------|-------------------|
| Price: | \$3,200.00 |
| Tax (15%) | \$ 480.00 |
| Total | \$3,680.00 |

Should there be any questions, please feel free to contact me.

Respectfully Submitted,

Giacomo Pastore

Giacomo (Jake) Pastore, President Summit PCG