



The Corporation of the
City of Sault Ste. Marie

COUNCIL REPORT

April 7, 2025

TO: Mayor Matthew Shoemaker and Members of City Council
AUTHOR: Tom Vair, CAO
DEPARTMENT: Chief Administrative Officer
RE: City Solicitor Hiring Process Authorization

Purpose

The purpose of this report is to seek Council approval to commence the hiring process for the City Solicitor position.

Background

Karen Fields has provided the City with her intent to withdraw from the practice of law and conclude her employment with the City as of June 27, 2025.

As per policy, staff are seeking Council approval to commence the recruitment and hiring process for this position. A report appears elsewhere on the Council Agenda with an update to the policy for the hiring of senior staff within the Corporation.

Analysis

Ms. Fields will be greatly missed by the organization, and staff are grateful for her valuable counsel and contributions to the City during her tenure with the City.

Staff proposes to undertake an open recruitment process (internal and external posting) that will be led by staff (no external recruitment consultants involved). Advertising and promotion of the vacancy will be undertaken in appropriate media publications.

Financial Implications

There are no financial implications to this report.

Strategic Plan / Policy Impact / Climate Impact

This is an operational matter not articulated in the corporate Strategic Plan.

Recommendation

It is therefore recommended that Council take the following action:

Resolved that the report of the CAO dated April 7, 2025 concerning the authorization of the hiring process for the City Solicitor position be received and that Council authorize staff to commence the hiring process as outlined.

City Solicitor Hiring Process Authorization

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Respectfully submitted,

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