City Manager Recruitment Sub-Committee
Minutes
10:30 a.m.
May 6, 2008
Room 207

Present: Chair (Councillor) R. Powers
Mayor F. Eisenberger
Councillors T. Jackson, M. Pearson and T. Whitehead

Also Present: G. Peace, City Manager
M. Gallagher, Coordinator, COW

1. Call to Order

Councillor Powers called the meeting to order.

2. Declarations of Interest

None

3. Adoption of Minutes – April 11, 2008

(Pearson/Whitehead)
That the Minutes of April 11, 2008 be adopted as presented.

4. Recruitment Process – Continued…

Glen Peace provided an overview of the discussions he has had with various municipalities who have gone through the process of hiring a City Manager and reiterated the Options for the Committee to consider. (i.e. RFP process, or utilize the services of Brenda Glover in house.)

Committee discussed the pros and cons for each option including the following:
- how extensive would the search be?
- Using a large firm – access to satellite offices
- Municipal vs. Private experience
- Costs for using external firms
- Length/timelines for RFP process
- Expectations should be laid out in the RFP
- List qualifications that are mandatory and possibly list Municipal experience would be an asset

**(Eisenberger/Whitehead)**

(a) That Glen Peace be directed to draft an RFP as soon as possible to be circulated to Committee Members for comments;

(b) That a meeting of the sub-committee be convened at the call of the Chair to review the responses to the RFP. **CARRIED.**

It was also agreed to that the Chair of the Committee, Councillor Powers with the assistance of staff would forward an email to council soliciting their thoughts on qualities they would like to see in a City Manager.

There being no further business, the meeting adjourned at 11:16 a.m. with the next meeting at the call of the chair.

Respectfully submitted,

Councillor Russ Powers
Chair

M. Gallagher, Co-ordinator
May 6, 2008