City Manager Recruitment Sub-Committee
Minutes
12 Noon
June 18, 2008
Room 206

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

Also Present: H. Hale Tomasik, Human Resources
Margaret Campbell of Ray & Berndtson
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 May 6, 2008 be adopted as presented.
CARRIED.

4. Introductions - Margaret Campbell of Ray & Berndtson

Helen Hale Tomasik introduced Margaret Campbell of Ray and Berndtson to members of the Committee.
Ms. Campbell brings over 15 years of experience in recruiting individuals in senior positions in the public sector. She has assisted with recruitment for various City Manager in cities including: Burlington, Cornwall, Mississauga, Richmond, Surrey

A copy of Ms. Campbell’s CV will be circulated to Council.

A survey has been circulated to Council and is expected to be returned by days end. Ms. Campbell will review the materials received and establish a profile of what Council wishes to see in its City Manager.

5. **Next Steps**

Ms. Campbell provided Committee with an overview of the search process. Included in the process will be:

1. Number of consultations (including with council, Presidents of area Hospitals, Police Services Board, GM’s)

2. Briefing document which is a compilation of all consultations is prepared listing top 5 priorities

3. Advertising campaign will follow including Local papers, journals, web sites, municipal world, AMCTO etc.

   Gather information and target individuals (i.e. municipalities, health care sector, various organizations)

   Combination of data mining, video conferencing if candidate is another city.

4. Interview and Short list compiled

5. Interview Process
6. Reference Check – “In Line Referencing” produced on each short listed candidate

Committee members discussed the pros and cons to reviewing the list of all candidates as opposed to the short listed names of candidates.

(Eisenberger/Pearson)

That Margaret Campbell of Ray & Berndtson be entrusted with performing the first cut of the potential candidates. CARRIED.

The process for review of the candidates will include the following:

1. Evaluation of resumes received
2. Short list candidates based on qualifications, experience etc.
3. Sub-committee will receive and review the short list of candidates and review resumes
4. Determine candidates for formal interview
5. Conduct informal session with potential candidates

It was agreed that Ms. Campbell will correspond with Councillor Powers, Chair and Mayor Eisenberger to provide updates on a regular basis and Councillor Powers will relay information to committee members.

The meeting adjourned at 1:25 P.M.

Respectfully submitted,

Councillor R. Powers, Chair