City Manager Recruitment Sub-Committee
9:00 a.m.
April 11, 2008
Councillors Boardroom

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

Absent with regrets: Mayor F. Eisenberger – Illness

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

1. Call to Order

The Clerk called the meeting to order

2. Appointment of Chair

(Jackson/Pearson)
That Councillor Powers be appointed as Chair.

CARRIED.

3. Declarations of Interest

None

4. Recruitment Process – Next Steps

Glen Peace provided Committee with three options for consideration:

Option 1 – Internal Search Only - as Council has already approved external and internal search, this option is not up for discussion.
Option 2
RFP/RFQ process to hire a recruitment company to facilitate search
25 to 30% of first year salary - average approximately $50,000 to $60,000
plus disbursements

Option 3
Utilize the HR expert the City has currently on contract – Brenda Glover
Would average approximately $25-30,000 plus disbursements.

Glen Peace advised that searches such as this would be advertised
Nationally and on various sites including CAMA, AMCTO, Municipal
World, Globe, Mail Careers etc.

Committee discussed the pros and cons for the various options and it was
agreed that for the next meeting Glen Peace would provide the following
to assist with facilitating the process:

- Samples of RFP’s from comparative municipalities and those that
  have recently gone through a similar recruitment for review
- Chart outlining Pros and Cons of options
- Previous Transition Board material – alterations to contracts that
  were initiated through the Transition Board

It was also discussed that the sub-committee may wish to discuss at a
future meeting:

- Succession planning - Term of contract
- What is council hoping to accomplish – i.e. change in management
  vs. no change; specific focus as a council; lining up with the
  strategic process; broader characteristics

Any recommendations from the sub-committee requiring approval will go
forward to the May 12th Committee of the Whole.

The next meeting is at the call of the chair following receipt of the material
from Glen Peace.

Meeting adjourned at 9:41 p.m.

Respectfully submitted,

Councillor R. Powers
Chair

M. Gallagher, Co-ordinator
April 11, 2008