June 1, 2015

Regular Meeting – 1:00 p.m.

Council Committee Room – 4th Floor – City Hall

Members:
- Mayor L. Jeffrey
- Regional Councillor G. Gibson – Wards 1 and 5
- Regional Councillor E. Moore – Wards 1 and 5
- Regional Councillor M. Palleschi – Wards 2 and 6
- Regional Councillor M. Medeiros – Wards 3 and 4
- City Councillor G. Dhillon – Wards 9 and 10

Staff:
- D. Wilson, Executive-Director, Human Resources
- P. Fay, City Clerk, Corporate Services

For inquiries about this Agenda, or to make arrangements for accessibility accommodations for persons attending (some advance notice may be required), please contact:

Peter Fay, City Clerk
Phone (905) 874-2172, TTY (905) 874-2130, cityclerksoffice@brampton.ca

Note: Some meeting information may also be available in alternate formats, upon request
Note: Please ensure all cell phones, personal digital assistants (PDAs) and other electronic devices are turned off or placed on non-audible mode during the meeting.

A. Approval of Agenda

B. Declarations of Interest under the Municipal Conflict of Interest Act

C. Previous Minutes

D. Delegations/Presentations


D 2. Discussion re. Recruitment Process and Next Steps

E. Reports

F. Other/New Business

F 1. Selection of Chair
   (P. Fay, City Clerk, Corporate Services)

F 2. Mandate of the Committee
   (P. Fay, City Clerk, Corporate Services)

F 3. Future Meetings

G. Deferred/Referred Matters

H. Notices of Motion

I. Correspondence

J. Councillors Question Period

K. Public Question Period

   15 Minute Limit (regarding any item discussed as part of this agenda)

L. Closed Session

M. Adjournment

Next Regular Meeting: to be determined
C127-2015 Moved by Regional Councillor Medeiros
Seconded by Regional Councillor Gibson

1. That the Minutes of the Corporate Services Committee Meeting of April 15, 2015, to the Council Meeting of April 22, 2015, be received; and,

2. That Recommendations CS056-2015 to CS064-2015 be approved, as outlined in the subject minutes, as amended in Recommendation CS062-2015 to add Regional Councillor Palleschi to the composition of the Chief Administrative Officer Recruitment Committee.

Carried

CS062-2015 1. That the report from D. Wilson, Executive Director, Human Resources, Corporate Services, dated April 14, 2015, to the Corporate Services Committee Meeting of April 15, 2015, re: Chief Administrative Officer Recruitment Process (File FE.x) be received;

2. That Council approve the proposed recruitment process for hiring a new Chief Administrative Officer as outlined in the report;

3. That a Chief Administrative Officer Recruitment Committee of Council be established to facilitate the recruitment process as per the Terms of Reference attached in the report;

4. That the Executive Director, Human Resources, be designated as the lead staff resource to support the recruitment process and be authorized to begin the RFP process to engage an executive recruitment firm to assist with the search; and,

5. That the composition of the Chief Administrative Officer Recruitment Committee be composed of the following members of Council:
   1) Regional Councillor Gibson
   2) Regional Councillor Moore
   3) Regional Councillor Medeiros
   4) City Councillor Dhillon
   5) Regional Councillor Palleschi
   with the Mayor participating as ex-officio.
Date: April 14, 2015

File: FE.x

Subject: Chief Administrative Officer Recruitment Process

Contact: Dave Wilson, Executive Director, Human Resources 905.874.2155

Overview:

- The City of Brampton is seeking a new Chief Administrative Officer (CAO).
- Brampton City Council has expressed a desire to facilitate a nationwide recruit, using an open and transparent process, to fill the CAO position.
- This report outlines the recommended process for recruiting the executive position, including, issuing a Request for Proposal (RFP) to hire an executive recruiting firm and establishing a Chief Administrative Officer Recruitment Committee of Council that will oversee the recruitment process.

Recommendations:

1. That Council approve the proposed recruitment process for hiring a new Chief Administrative Officer as outlined in this report; and,

2. That a Chief Administrative Officer Recruitment Committee of Council be established to facilitate the recruitment process as per the Terms of Reference attached in the report; and,

3. That the Executive Director, Human Resources, be designated the lead staff resource to support the recruitment process and be authorized to begin the RFP process to engage an executive recruitment firm to assist with the search.

Background:

The Chief Administrative Officer (CAO) provides management and administrative leadership for all departments to support Council’s vision and goals.

The City of Brampton CAO position became vacant in March, 2015.
Current Situation:

Chief Administrative Officer Recruitment Committee

To facilitate the recruitment process staff recommend Council establish a Chief Administrative Officer Recruitment Committee of Council. The Committee should include a maximum of five Members of Council. The proposed Terms of Reference for the Committee are outlined in Appendix A.

Recruitment Process

Staff recommend the CAO Recruitment Committee complete the recruitment in the following three phases.

Phase One – Pre-recruiting preparations

- This phase entails the necessary preparations for the recruitment process; including, but not be limited to, staff completing the RFP process and selecting an executive recruiting firm to assist with the nationwide recruit, Council establishing a CAO Recruitment Committee and confirming the candidate position profile and job description.

Phase Two – Recruitment

- Supported by the executive recruitment firm, the CAO Recruitment Committee will complete the recruitment process. This shall include, but not be limited to, review short list of candidate profiles, selection of candidates for interviews and participation in multiple interviews.

Phase Three – Recommendation to Council

- Pending the completion of phase two, the CAO Recruitment Committee shall recommend a final candidate(s) to Council for approval. This may include one final interview / presentation to all members of Council. Pending Council approval, a CAO would be appointed and the recruitment process would end.

Recruitment Timeline

The following table illustrates the anticipated timeline to complete the recruitment process outlined in this report.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Expected Timeline</th>
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</thead>
<tbody>
<tr>
<td>Phase one – Pre-recruiting preparations</td>
<td>April – June</td>
</tr>
<tr>
<td>Phase Two – Recruitment</td>
<td>June – September</td>
</tr>
<tr>
<td>Phase Three – Recommendation to Council</td>
<td>September – October</td>
</tr>
</tbody>
</table>
Corporate Implications:

Financial Implications:
The costs for obtaining an executive recruitment firm will be evaluated as part of the RFP process.

Strategic Plan:

This report outlines a process to find a new CAO that will provide management and administrative leadership to ensure delivery of the goals and priorities of the strategic plan.

Conclusion:

This report addresses Council's desire to facilitate an open and transparent, nationwide recruit to fulfill the position of Chief Administrative Officer for the City of Brampton.

This report recommends Council establish a Chief Administrative Officer Recruitment Committee to facilitate the recruitment process and that the Executive Director, Human Resources, be designated the lead staff resources to support the recruitment process.

Dave Wilson
Executive Director, Human Resources

Appendices:

Appendix A – Terms of Reference for the Chief Administrative Officer Recruitment Committee

Report authored by:
Michael Boschetto, Sr. Manager, Human Resources (x42162)
Appendix A - Terms of Reference for the Chief Administrative Officer Recruitment Committee

Chief Administrative Officer Recruitment Committee

Composition: Maximum of five (5) Members of Council, including the Mayor if participating as ex-officio, with a chair selected from amongst the membership.

Term of Office: Until Council has appointed a new Chief Administrative Officer

Established by: Council Resolution

Meetings: As required by the recruitment plan and process, or at the call of the Chair

Reports to: City Council, as necessary with status reports to Council, in accordance with the open meeting provisions of the Municipal Act, 2001.

Supported by: Human Resources Division. The Executive-Director, Human Resources, shall serve as the lead resource to support the Committee, manage the City’s contracted recruiter and coordinate the recruitment process

Committee Structure/Responsibilities:

The Committee’s mandate shall include the following:

1. Confirm the position profile and job description, as recommended by the Human Resources consultant, as the basis for the recruitment process.
2. Work with the City’s contracted recruiter, who will pre-screen an appropriate list of candidates, to review the pre-screened candidates and short-list the candidates for interviews.
3. Participate in candidate interviews, with the recruiter and Executive-Director, Human Resources
4. Recommend to Council a recommended candidate(s) for the position

City Council will receive the Committee’s recommendation, which may include a final interview with the recommended candidate(s). City Council shall appoint the Chief Administrative Officer.