September 3, 2015

Regular Meeting – 4:00 p.m.

Council Committee Room – 4th Floor – City Hall

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

Staff:  
D. Wilson, Executive Director, Human Resources  
M. Boschetto, Senior Manager, Human Resources  
P. Fay, City Clerk

For inquiries about this agenda, or to make arrangements for accessibility accommodations for persons attending (some advance notice may be required), please contact:  
Earl Evans, Deputy City Clerk  
Telephone (905) 874-2115, 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 – August 12, 2015

D. Delegations/Presentations

E. Reports

F. Other/New Business

   F 1 Final Review of Draft Outcomes Document for Chief Administrative Officer Position – Western Management Consultants (WMC)

       Note: Materials related to this item will be distributed at the meeting.

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: Thursday, October 15, 2015, at 9:00 a.m.

Monday, October 26, 2015, at 9:00 a.m.
August 12, 2015

**Members Present:** Regional Councillor G. Gibson – Wards 1 and 5 (Chair)
Mayor L. Jeffrey
Regional Councillor E. Moore – Wards 1 and 5
Regional Councillor M. Palleschi – Wards 2 and 6
City Councillor G. Dhillon – Wards 9 and 10

**Members Absent:** Regional Councillor M. Medeiros – Wards 3 and 4 (vacation)

**Staff Present:**

**Corporate Services Department:**
M. Boschetto, Senior Manager, Human Resources
P. Fay, City Clerk

**WMC Consultants:**
Helen Hayward
Graham Herbert
David Howes
George Toner
The meeting was called to order at 9:30 a.m. and adjourned at 10:26 a.m.

After due consideration of the matters placed before this Committee, the members beg leave to present its report as follows:

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Regional Councillor G. Gibson, Chair
A. **Approval of Agenda**

The following motion was considered.

CAO009-2015 That the agenda for the CAO Recruitment Committee Meeting of August 12, 2015 be approved, as printed and circulated.

Carried

B. **Declarations of Interest under the Municipal Conflict of Interest Act** - Nil

C. **Previous Minutes**

The draft minutes of the June 1 and July 20, 2015 meetings were received for information.

D. **Delegations/Presentations**

E. **Reports**

F. **Other/New Business**

F 1 **Finalization of Public Profile for Chief Administrative Officer Position**

– Western Management Consultants (WMC)

Materials related to this item were distributed prior to the meeting.

WMC staff introduced this item and reviewed the Public Profile document and noted the final Public Profile will be released the week of August 17.

Committee discussion included:

- Agreement with the profile
- Request to remove “play” from one of the bulleted points in the profile
- Questions regarding where the public profile will be posted and clarification that five targeted web areas will be used:
  - Linkedin
  - Canadian Association of Municipal Administrators (CAMA)
  - Association of Municipalities of Ontario (AMO) / Federation of Canadian Municipalities (FCM) / Association of Municipal Clerks and Treasurers of Ontario (AMCTO)
The following motion was considered.

CAO010-2015 That the Public Profile for the Chief Administrative Officer Position be approved for the position recruitment.

Carried

F 2 Confirmation of Recruitment Process Timelines – Western Management Consultants (WMC)

Materials related to this item were distributed prior to the meeting.

WMC staff introduced this item and reviewed the timelines document, advising this is a changing document as tasks are completed, confirmed and/or amended. It was confirmed sourcing work for potential candidates will start immediately and continue to mid-October.

The following motion was considered.

CAO011-2015 That the update on the Recruitment Process Timelines be received.

Carried

F 3 Review of Draft Outcomes Document for Chief Administrative Officer Position – Western Management Consultants (WMC)

Materials related to this item were distributed prior to the meeting.

WMC staff introduced this item and outlined the contents of the Outcomes Document. It was confirmed this document is not a job description, but a document to confirm the position expectations of the Council and qualities the City is looking for in the CAO position (i.e., the City is not seeking a leader to fulfil a maintenance role or a command-and-control roles, but a leader with strong relationship-building and engagement qualities).

Committee discussion included:

- Review of seven core outcomes discussed on pages 3 and 4
- Review of candidate profile on pages 5 and 6, including considerations about the candidate as an individual, background, experience and leadership approach
- Questions regarding number of direct reports to CAO and office organizational structure, and clarification regarding positions in the office and number of direct reports.
- Questions regarding salary range and expectations for candidates, and confirmation of the current position salary range and clarification that salary range information is provided to prospective candidate, candidate compensation expectations are obtained during sourcing stages, but details are not negotiated until the end of the process with final candidate(s).
- Questions regarding benchmarking CAO position salary range (and total compensation packages) with other municipalities
- Need for document to address Brampton’s role in two-tier regional governance structure, and confirmation that such context information will be included in the briefing document (separate from Outcomes Document) that is provided to candidates.
- Need for position role to include empowering staff, being an integrator and establishing staff accountability
- Need for position to fulfil a succession planning strategy
- Request to clarify wording re. “invest” and “play” to be consistent with Public Profile document
- Questions regarding timelines for conversations re. salary, term of contract, performance evaluation, and clarification that WMC and Human Resources have initially discussed form and nature of the contract, and position outcomes and expectations will be built into any employment contract.
- Confirmation from WMC that interviews are not always an indicator of candidate success; therefore ensuring expectations and outcomes are clearly defined in the Outcomes Document will help contribute to selecting the best candidate for the municipality.
- Request for Committee Members to complete an online survey within the next few weeks, based on the revised Outcomes Document, as the basis for discussion at the next Committee meeting to finalize the Outcomes Document for candidate evaluation purposes.

F 4 Committee Meeting Schedule – P. Fay, City Clerk

P. Fay, City Clerk, reviewed the work plan timelines with the Committee to discuss scheduling future meetings.

The City Clerk advised that a meeting would be scheduled for the first week in September, after the Members completed the online survey, and WMC finalizes the Outcomes Document. The City Clerk will canvass Member availability for a number of future meetings, as set out in the recruitment timeline, and schedule meetings accordingly.

G. Deferred/Referred Matters

H. Notices of Motion
I. **Correspondence**

J. **Councillors Question Period** - Nil

K. **Public Question Period** - Nil

L. **Closed Session**

M. **Adjournment**

The following motion was considered.

CAO012-2015 That the CAO Recruitment Committee do now adjourn to meet again at the call of the Chair.

Carried