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:

Peter Fay, City Clerk
Telephone (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** – October 15, 2015

D. **Delegations/Presentations**

E. **Reports**

F. **Other/New Business**

   F 1 **Recruitment Process Update** – Western Management Consultants (WMC)

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**

   L 1 Minutes – Closed Session - CAO Recruitment Committee - October 15, 2015

   L 2 Personal matters about an identifiable individual including municipal or local board employees – identifiable individuals

M. **Adjournment**

   **Next Regular Meeting:** Monday, November 2, 2015, at 9:00 a.m.

   Tuesday, November 3, 2015, at 9:00 a.m.
October 15, 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 (arrived at 9:45 am, other municipal business)
Regional Councillor M. Medeiros – Wards 3 and 4

**Members Absent:**
City Councillor G. Dhillon – Wards 9 and 10 (personal)

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

**WMC Consultants:**
Graham Herbert
David Howes
George Toner
Helen Hayward
The meeting was called to order at 9:04 a.m. and adjourned at 11:24 a.m.

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>CAO015-2015 Approval of Agenda</td>
</tr>
<tr>
<td>B.</td>
<td>Declarations of Interest under the Municipal Conflict of Interest Act</td>
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<tr>
<td>C.</td>
<td>Previous Minutes</td>
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<td>D.</td>
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<td>E.</td>
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<td>F.</td>
<td>Other/New Business</td>
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<td>F 1.</td>
<td>Final Review of Draft Outcomes Document for Chief Administrative Officer Position</td>
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<tr>
<td>G.</td>
<td>Deferred/Referred Matters</td>
</tr>
<tr>
<td>H.</td>
<td>Notices of Motion</td>
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<td>J.</td>
<td>Councillors Question Period</td>
</tr>
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<td>K.</td>
<td>Public Question Period</td>
</tr>
<tr>
<td>L.</td>
<td>CAO016-2015 Closed Session</td>
</tr>
<tr>
<td>M.</td>
<td>CAO017-2015 Adjournment</td>
</tr>
</tbody>
</table>

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

The following motion was considered.

CAO015-2015 That the agenda for the CAO Recruitment Committee Meeting of October 15, 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 September 3, 2015 meetings were received for information.

D. **Delegations/Presentations**

E. **Reports**

F. **Other/New Business**

F1  **Recruitment Process Update** - Western Management Consultants (WMC)

WMC introduced this item and provided an update addressing the following points:

- Nine Canadian cities are engaged in CAO search processes, some larger and some smaller than Brampton
- To-date, WMC database included 142 contacts to-date of prospective candidates, of which 35 were identified for further consideration, 18 were interviewed by WMC, 12 were further analyzed resulting in 9 candidates currently for the Committee's consideration
- Breadth of candidates with varied backgrounds and experiences
- High interest from good candidates

Committee discussion points included the following:

- Salary expectations from prospective candidates, and clarification from WMC and staff that position salary range is competitive
• Questions regarding involvement by the City on the candidate analysis and filtering, and confirmation that all analysis and work conducted solely by WMC; further clarification that any application received by the City were forwarded directly to WMC for consideration
• Confirmation that search process does not stop throughout City’s recruitment stages and interviews (no formal closing date) until best qualified candidate is hired

G. Deferred/Referred Matters

H. Notices of Motion

I. Correspondence

J. Councillors Question Period - Nil

K. Public Question Period - Nil

L. Closed Session

The following Committee Members and staff were provided with and signed a respective confidentiality agreement in regard to the consideration of identifiable individuals to be considered as candidates during the CAO recruitment process:
   • Regional Councillor G. Gibson
   • Mayor L. Jeffrey
   • Regional Councillor E. Moore
   • Regional Councillor M. Palleschi
   • Regional Councillor M. Medeiros
   • D. Wilson, Executive-Director, Human Resources
   • P. Fay, City Clerk

The following motion was considered.

CAO016-2015 That this Committee proceed into Closed Session to discuss matters pertaining to the following:

L 1 Personal matters about an identifiable individual including municipal or local board employees – identifiable individuals

Carried
M. **Adjournment**

The following motion was considered.

**CAO017-2015**  That the CAO Recruitment Committee do now adjourn to meet again on October 26, 2015, or at the call of the Chair.

Carried
<table>
<thead>
<tr>
<th>Steps</th>
<th>Process</th>
<th>Timeline</th>
<th>CAO Recruitment Committee/WMC Involvement</th>
<th>Target dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>WMC team met Recruitment Committee members</td>
<td>1 hour</td>
<td>Meeting of Recruitment Committee members individually • Interview on outcomes required for CAO role</td>
<td>July 15-20</td>
</tr>
<tr>
<td>2.</td>
<td>Recruitment Committee Meeting #1 – kick off meeting with WMC team</td>
<td>1.5 hours</td>
<td>✓ High lights of outcomes document for CAO role • Timing document for search process • High lights of public profile • Sourcing approach</td>
<td>July 20</td>
</tr>
<tr>
<td>3.</td>
<td>Recruitment Committee Meeting #2 - finalize public profile for posting</td>
<td>1 hour</td>
<td>Discussion with Recruitment Committee and WMC team • Finalize public profile</td>
<td>Completed Teleconference Week of August 2 – to be confirmed</td>
</tr>
<tr>
<td>4.</td>
<td>Recruitment Committee Meeting #3- review document for CAO role</td>
<td>1-2 hours</td>
<td>Meeting #2 of recruitment committee and WMC team • Discuss and finalize draft outcomes document for CAO role • Approve public profile for posting</td>
<td>Completed August 12</td>
</tr>
<tr>
<td>5.</td>
<td>Public profile posted</td>
<td></td>
<td>• WMC with approval of Recruitment Committee</td>
<td>Completed August 13</td>
</tr>
<tr>
<td>6.</td>
<td>WMC to begin sourcing activities of potential candidates (8 weeks)</td>
<td></td>
<td>• WMC with approval of Recruitment Committee</td>
<td>Completed August 13 - October 19</td>
</tr>
<tr>
<td>7.</td>
<td>Members of Recruitment Committee complete online assessment</td>
<td>30 minutes</td>
<td>Recruitment Committee Members • Instructions will be sent online, using the draft job profile as reference.</td>
<td>Completed</td>
</tr>
<tr>
<td>8.</td>
<td>Recruitment Committee meeting #4 to finalize Outcomes document</td>
<td>2 hours</td>
<td>Meeting #3 of Recruitment Committee and WMC team • Finalize Outcomes document to be used for candidate briefing</td>
<td>Completed</td>
</tr>
<tr>
<td>Steps</td>
<td>Process</td>
<td>Timeline</td>
<td>CAO Recruitment Committee/WMC Involvement</td>
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</tbody>
</table>
| 9.    | Recruitment Committee Meeting #5 - review long list candidates | 2.5-3.00 hours | Meeting #4 of Recruitment Committee and WMC team  
- Discuss list of 8-10 potential candidates  
- Select a short list for interview | ✓ Completed |
| 10.   | Recruitment Committee Meeting #6 Shortlist Interview Process Review | 2.5-3.00 hours | Meeting #5 of Recruitment Committee and WMC team  
- Discuss interview process and evaluation criteria | October 26 |
| 11.   | Recruitment Committee meeting #7 Short List interviews by Recruitment Committee | 1-2 Days | Meeting #6 - Recruitment Committee conducts interviews of candidates  
- Selected candidates for further interview or interviews | November 2 or 3 |
| 12.   | Recruitment Committee meeting #8 - Follow up interview with selected candidates | 1 Day | Meeting #7 & #8 - Recruitment Committee conducts further interviews with selected candidates | To be confirmed |
| 13.   | Reference checks on recommended candidates |  | WMC will conduct reference and background checks | Week of November 2 |
| 14.   | Council meets finalist candidates | 4 hours | Council will interview finalists  
Make decision on successful candidate | Week of November 23 |
| 15.   | Negotiate terms and conditions and compensation package |  | WMC will frame the negotiation package  
- With input from HR, Legal and Recruitment Committee | Week of November 30 |
| 16.   | Candidate agreement to start date and package  
Brampton announcement |  | Candidate to confirm details with WMC  
Brampton to announce appointment | tbd |
| 17.   | Post hire - follow up with successful candidate through first year with the city |  | WMC Onboarding support | tbd |