



**Minutes of the Chief Administrative Officer Recruitment,  
Selection and Performance Sub-committee  
Held in the Council Chambers, Guelph City Hall on  
Monday, May 27, 2019 at 4:37 p.m.**

---

**Attendance**

Members: Mayor C. Guthrie  
Councillor P. Allt  
Councillor D. Gibson

Councillor J. Hofland  
Councillor M. MacKinnon

Staff: Mr. T. Lee, Acting Chief Administrative Officer  
Mr. D. Godwaldt, General Manager, Human Resources  
Mr. S. O'Brien, General Manager, City Clerk's Office / City Clerk  
Ms. L. Cline, Council and Committee Coordinator

Also Present: Mr. R. Johnston, Consultant, Organization Consulting Limited  
Councillor C. Downer

---

**Call to Order (4:37 p.m.)**

Mayor Guthrie called the meeting to order.

Mayor Guthrie advised that Councillor Allt is unable to attend some of the future scheduled meetings of the Committee and that Councillor Downer, as the Vice-Chair of Audit, will be taking his place for those meetings.

**Disclosure of Pecuniary Interest and General Nature Thereof**

There were no disclosures.

**CS-2019-64 Chief Administrative Officer Candidate Profile**

Robert Johnston, Organization Consulting Limited, outlined the candidate profile for the role of the Chief Administrative Officer and provided a brief summary of stakeholder input.

**Authority to Resolve into a Closed Meeting of Council**

1. Moved by Councillor MacKinnon  
Seconded by Councillor Allt

That the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) and (d) of the Municipal Act with respect

to personal matters about an identifiable individual, including municipal or local board employees; and labour relations or employee negotiations.

**Voting in Favour:** Mayor Guthrie, Councillors Allt, Gibson, Hofland and MacKinnon (5)

**Voting Against:** (0)

Carried

### **Closed Meeting (5:10 p.m.)**

The following matter was considered:

#### **CS-2019-64 Chief Administrative Officer Candidate Profile**

### **Rise and recess from Closed Meeting (5:18 p.m.)**

Council recessed.

### **Open Meeting (5:19 p.m.)**

#### **Attendance**

Council: Mayor C. Guthrie  
Councillor P. Allt  
Councillor D. Gibson  
Councillor J. Hofland  
Councillor M. MacKinnon

Staff: Mr. T. Lee, Acting Chief Administrative Officer  
Mr. D. Godwaldt, General Manager, Human Resources  
Mr. S. O'Brien, General Manager, City Clerk's Office / City Clerk  
Ms. L. Cline, Council and Committee Coordinator

Also

Present: Mr. R. Johnston, Consultant, Organization Consulting Limited  
Councillor C. Downer

### **Closed Meeting Summary**

Mayor Guthrie spoke regarding the matters addressed in closed and identified the following:

#### **CS-2019-64 Chief Administrative Officer Candidate Profile**

Information was received on this matter.

2. Moved by Councillor Allt  
Seconded by Councillor Hofland

That Attachment-1 Chief Administrative Officer Candidate Profile, to report CS-2019-64 titled Chief Administrative Officer Candidate Profile dated May 27, 2019 be approved.

**Voting in Favour:** Mayor Guthrie, Councillors Allt, Gibson, Hofland and MacKinnon (5)  
**Voting Against:** (0)

Carried

**Adjournment** (5:22 p.m.)

3. Moved by Councillor Hofland  
Seconded by Councillor Allt

That the meeting be adjourned.

Carried

Minutes to be confirmed on June 24, 2019.

---

Mayor Guthrie

---

Stephen O'Brien – City Clerk