



# **Chief Administrative Officer Recruitment, Selection and Performance Sub-committee Meeting Agenda**

**Tuesday, April 23, 2019 – 5:30 p.m.  
Council Chambers, Guelph City Hall, 1 Carden Street**

Please turn off or place on non-audible all electronic devices during the meeting.

Please note that an electronic version of this agenda is available on [guelph.ca/agendas](http://guelph.ca/agendas).

Guelph City Council and Committee of the Whole meetings are streamed live on [guelph.ca/live](http://guelph.ca/live).

---

## **Open Meeting – 5:30 p.m.**

Disclosure of Pecuniary Interest and General Nature Thereof

---

**CS-2019-60**

**Executive Search Firm for Chief Administrative Officer**

### **Recommendation:**

That Organization Consulting Limited (OCL) be selected to conduct the executive search for the Chief Administrative Officer (CAo).

### **Adjournment**

# Staff Report



---

To **Chief Administrative Officer Recruitment, Selection and Performance Sub-committee**

Service Area Corporate Services

Date Tuesday, April 23, 2019

Subject **Executive Search Firm for Chief Administrative Officer**

Report Number CS-2019-60

---

## Recommendation

That Organization Consulting Limited (OLC) be selected to conduct the executive search for the Chief Administrative Officer (CAO).

## Executive Summary

### Purpose of Report

To select an executive search firm to assist with the CAO Recruitment, Selection and Performance Sub-committee of Council in the recruitment and selection of the Chief Administrative Officer (CAO) at the City of Guelph.

### Key Findings

A Request For Quotation (RFQ) was issued and closed on March 15, 2019. Five firms submitted proposals. Staff evaluated the proposals based on a set of criteria and recommend the selection of OLC to conduct the CAO search.

### Financial Implications

The expense is \$21,900 (plus HST) excluding costs related to: media advertisement, travel, courier, local meetings, background checks, and rental of off-site interview venues. These additional expenses will require prior approval by staff.

## Report

### Background

On February 25, 2019 Council approved the establishment of the CAO Recruitment, Selection and Performance Sub-committee in accordance with report CS-2019-49, dated February 25, 2019.

## **Mandate**

The mandate of the CAO Recruitment, Selection and Performance Sub-committee (the committee) is narrow and members will meet only as required. The mandate includes:

- monitoring and annually reviewing the performance of the CAO and making related recommendations to Council;
- ensuring that the City of Guelph undertakes appropriate measures to recruit and recommend the selection of a CAO to Council when the CAO position becomes vacant; and
- directing the Deputy CAO, Corporate Services and/or General Manager, Human Resources in relation to the recruitment, selection and performance management of a CAO.

As it relates to the recruitment and selection of a CAO, the committee will meet as required, in consultation with the Deputy CAO, Corporate Services and/or General Manager, Human Resources to determine the necessary actions and to make recommendations to Council.

## **Evaluation of Search Firms**

The evaluation of the search firms was based on the following criteria:

1. qualifications and experience of the search firm team
2. recruitment experience and success in senior level municipal positions, in particular CAOs
3. interview approach and timeframe to complete search
4. assessment tools to evaluate potential candidates
5. special services or features that distinguish the search firm from others
6. service guarantees
7. quality of proposal
8. cost

## **Financial Implications**

The expense is \$21,900 (plus HST) excluding costs related to: media advertisement, travel, courier, local meetings, background checks and rental of off-site interview venues. These additional expenses will require prior approval by staff.

## **Consultations**

Tara Baker, GM Finance/City Treasurer

# Corporate Administrative Plan

## Overarching Goals

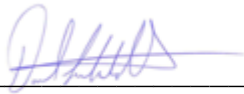
Service Excellence

## Service Area Operational Work Plans

Our People - Building a great community together

## Departmental Approval

Tara Baker, GM Finance/City Treasurer



---

**Approved By**

David Godwaldt

GM Human Resources

Corporate Services

519-822-1260 Ext. 2848

[david.godwaldt@guelph.ca](mailto:david.godwaldt@guelph.ca)



---

**Recommended By**

Trevor Lee

Deputy CAO

Corporate Services

519-822-1260 Ext. 2281

[trevor.lee@guelph.ca](mailto:trevor.lee@guelph.ca)