



The Corporation of the
Town of Cobourg

Resolution

Moved By

S. Séguin

Resolution No.: 025-20

Last Name Printed

SEGUIN.

Seconded By

B. Darling

Council Date:

Last Name Printed

DARLING

February 3, 2020

WHEREAS at the Regular Meeting on January 27, 2020, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services regarding the Town of Cobourg Chief Administrative Officer (CAO) Selection Committee Terms of Reference;

NOW THEREFORE BE IT RESOLVED THAT Council approve the Chief Administrative Officer (CAO) Selection Committee Terms of Reference, as attached to this Motion as Appendix "A".

MUNICIPAL COUNCIL TERMS OF REFERENCE



Chief Administrative Officer
Selection Committee
Terms of Reference

Reporting to:	Municipal Council
Established by:	Council Resolution No. 003-20
Composition:	Committee Chair: Mayor Henderson Committee Members: Deputy Mayor Suzanne Séguin Councillor Emily Chorley Non-Members - Municipal Staff Liaison: Municipal Clerk Brent Larmer Interim Human Resources Manager, Colleen McBride
Term of Appointment:	Until Council has appointed a new Chief Administrative Officer.
Supported by:	External Executive Recruitment Firm, the Town's contracted recruiter to coordinate the recruitment process with the CAO Selection Committee Members and Municipal Council when necessary. The Municipal Clerk will provide required scheduling, meeting management and decision reporting support to the CAO Selection Committee. Human Resources and Municipal Clerk will provide assistance and support to the CAO Selection Committee, as required.

1.0 Mandate

The mandate of the Chief Administrative Officer (CAO) Selection Committee is to facilitate the recruitment process for the Corporation of the Town of Cobourg Chief Administrative Officer Position, to work with the External Executive Recruitment Firm to Short-List Candidates for the CAO position to be interviewed by Municipal Council for consideration and appointment.

2.0 Duties

The goals/purpose of the CAO Selection Committee is as follows:

1. Creation of an External Executive Search Firm Request for Proposal (RFP).
2. CAO Selection Committee to select an External Executive Search Firm, as per the Town of Cobourg Purchasing Policy By-law 016-2012.
3. External Executive Search Firm to develop the key CAO core competencies required, in consultation with the CAO Selection Committee, to drive results forward in the Corporation of the Town of Cobourg and to be brought forward to Council for comment and approval.
4. External Executive Search firm to undertake national candidate search, with active engagement of the CAO Selection Committee.
5. Work in collaboration with the successful External Executive Search Firm.

The CAO Selection Committee's duties shall include the following:

1. CAO Selection Committee Members actively participate in a transparent, competitive and comprehensive recruitment process, while holding in strict confidence all information concerning matters dealt with by the Committee.
2. Confirm the position profile and job description as the basis for the recruitment process.
3. Work directly with the External Executive Search Firm during the recruitment process.
4. Upon completion of the recruitment process the CAO Selection Committee shall recommend to Council for approval a preferred shortlist recommended candidate(s) for the position.
5. Council shall have the opportunity to interview and assess the final candidates.
6. Upon Council direction as a whole on the Committee's recommendations, Council delegates to the CAO Selection Committee authority to extend the Municipal Council approved terms of employment to the preferred candidate, in form satisfactory to the Municipal Clerk in consultation with the Interim Manager of Human Resources and the External Executive Search Firm.

APPENDIX "A"

The Executive External Search Firm duties shall include the following:

- a) Target, source and screen candidates;
- b) Receive and assess candidate resumes/applications;
- c) Prepare and review short listed candidate profiles with the CAO Selection Committee;
- d) Assist the Committee in identifying candidates worthy of being interviewed Municipal Council;
- e) Draft interview questions for the Selection Committee's consideration and approval;
- f) Conduct personal assessments; and
- g) Complete Reference Checks.

3.0 Staff Support to Committee

The Municipal Clerk will function in an advisory capacity to the CAO Selection Committee and the selected External Executive Search Firm. The Interim Manager of Human Resources will provide expertise throughout the process, as needed and help to coordinate the External Executive Search Firm and the CAO Selection Committee.

4.0 Privacy Considerations

Information provided to the CAO Selection Committee, specifically pertaining to applicants for the position of the CAO, their current or former employment status and any other information that may be relevant to the CAO Selection Committee in making its recommendation will be protected under the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA).

The CAO Selection Committee shall hold in strict confidence all confidential information concerning matters dealt with by the CAO Selection Committee. This includes, but is not limited to maintaining the integrity of the information and not communicating it via electronic or other methods of communication to internal or third parties. Failure to do so may result in the expulsion of the CAO Selection Committee Member or Support Staff.

Municipal Council will comply with all in-camera meeting provisions pursuant to Section 239 (2)(b) of the *Municipal Act, 2001* as amended: (*Personal matters about an identifiable individual, including municipal or local board employees.*) when engaging in the final stages of the process with all of Municipal Council participating.

5.0 Attendance

A recruitment best practice is that all Candidates are interviewed by a consistent interview panel, in support of fair transparent and comprehensive recruitment process. It is incumbent that all Members of Council participate in the interview process with specific attention paid to attending all CAO candidate interviews facilitated by the External Executive Search Firm who will guide Council in Human Resources best practices when conducting interviews and posing the Interview Questions.

6.0 Reporting

The CAO Selection Committee will provide Regular updates to Council, with Notice to the Municipal Clerk to be provided in Closed Session as subject to Municipal Act requirements, as significant progression by the CAO Selection Committee is realized.

7.0 Meetings

The CAO Selection Committee Meetings shall be convened at the call of the CAO Selection Committee and in conjunction with recommendations and timelines of the External Executive Search Firm.

8.0 Dissolving of CAO Selection Committee

The CAO Selection Committee shall cease at the conclusion of a successful recruitment of a new Chief Administrative Officer as approved by Municipal Council in Open Session.

9.0 Amendment to the Terms of Reference

Proposals to amend the Terms of Reference shall require approval of the majority of the Committee members present. Proposed amendments to the Terms of Reference shall be submitted to Council for approval and only take effect upon the approval of Council.