

REPORT OF THE CHIEF ADMINISTRATIVE OFFICER RECRUITMENT COMMITTEE

For consideration by the General Committee
of the City of Barrie on August 29, 2011

The Chief Administrative Officer Recruitment Committee met at 5:02 p.m. on August 15, 2011 in the Sir Robert Barrie Room.

PRESENT: Mayor J. Lehman
Councillor J. Brassard (left the meeting at 5:22 p.m.)
Councillor B. Jackson
Councillor A. Nuttall (joined the meeting at 5:07 p.m.)
Councillor M. Prowse
Councillor D. Shipley (left the meeting at 5:32 p.m.)
Councillor, L. Strachan.

STAFF: City Clerk, D. McAlpine
Director of Human Resources, A. Langlois.

ALSO PRESENT: M. Campbell, Partner, Odgers Berndtson (joined the meeting at 5:04 p.m.)

The Chief Administrative Officer Recruitment Committee met and reports as follows:

11-CAO-001 EXECUTIVE RECRUITMENT FIRM

The Committee met and discussed the selection of the executive recruitment firm. In accordance with the Director of Human Resources recommendation, the Committee determined that Margaret Campbell, Partner of Odgers Berndtson would be retained to provide executive recruitment services.

Ms. Campbell provided an overview of Odgers Berndtson, including the company's experience, resources and expertise as well as her own personal experience in the executive search sector. (File: H11)

11-CAO-002 CHARACTERISTICS AND REQUIREMENTS OF THE FUTURE CHIEF ADMINISTRATIVE OFFICER

Ms. Campbell provided an overview of Odgers Berndtson's search process including the proposed method to confirm the City's needs with respect to the future Chief Administrative Officer's ideal candidate profile. She noted that the ideal candidate profile and a comprehensive briefing document would be prepared based upon individual telephone interviews with members of City Council as well as representatives of a number of the City's service partners. Ms. Campbell explained that the briefing document would include the priorities for the next three to five years for the future Chief Administrative Officer, which could be utilized by City Council after the end of the first year to measure the candidate's performance. The existing job description for the Chief Administrative Officer was provided to the members of the Committee.

The Committee asked several questions regarding the process to obtain the ideal candidate profile and the comprehensive briefing document.

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11-CAO-003 OUTREACH/ADVERTISING STRATEGY

Ms. Campbell explained a potential outreach/advertising strategy for the recruitment of candidates for the future Chief Administrative Officer. The proposed schedule and timeline was provided to the Committee.

The Committee asked questions relating to the assessment of potential candidates, the anticipated start date of the future Chief Administrative Officer and the proposed advertising strategy.

The meeting adjourned at 5:37 p.m.

CHAIRMAN