



## City Manager Hiring Panel

### Minutes

**Meeting #:** 2  
**Date:** May 12, 2023  
**Time:** 9:30 am  
**Location:** Champlain Room, 110 Laurier Avenue West

**Present:** Chair: Mayor Mark Sutcliffe, Councillor Catherine Kitts,  
Councillor Shawn Menard, Councillor Tim Tierney

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1. Notices and meeting information for meeting participants and the public  

Notices and meeting information are attached to the agenda and minutes, including: availability of simultaneous interpretation and accessibility accommodations; *in camera* meeting procedures; information items not subject to discussion; personal information disclaimer for correspondents and public speakers; notices regarding minutes; and hybrid participation details.

**This draft Minutes document contains a summary of the disposition of items and actions taken at the meeting. This document does not include all of the text that will be included in the final Minutes, such as the record of written and oral submissions. Recorded votes and dissents contained in this draft Minutes document are draft until the Minutes of the meeting are confirmed by the Committee. The final draft Minutes will be published with the agenda for the next regular Committee meeting and, once confirmed, will replace this document.**
2. Declarations of Interest  

No Declarations of Interest were filed.
3. Confirmation of Minutes
  - 3.1 CMHP Minutes 1 - February 3, 2023

Carried

## 4. Office of the City Clerk

4.1 Process to Identify a Recommended Candidate – City Manager

File No. ACS2023-OCC-GEN-0006 – City-wide

Kiel Anderson, Manager of Policy and Business Operations, Office of the City Clerk and Margaret Campbell, Head of Municipal Practice from Odgers Berndtson were available to answer questions from Committee.

**Report recommendations**

**That at its meeting of May 12 and 19, 2023, and June 2 and 9, 2023, the City Manager Hiring Panel identify a recommended candidate for the position of City Manager in accordance with the process set out in this report, including the following:**

- 1. Receive the confidential long list of candidates and confidential interview guide provided by Odgers Berndtson, and direct Odgers Berndtson to make the necessary arrangements for the hiring panel to interview candidates selected by the hiring panel for the first round of interviews;**
- 2. Conduct the first round of interviews (virtual) with the selected candidates, and direct Odgers Berndtson to make the necessary arrangements for the hiring panel to interview candidates preferred by the hiring panel for the second round of interviews;**
- 3. Conduct the second round of interviews (in person) with the preferred candidates, and direct Odgers Berndtson to conduct reference and background checks on any preferred candidate(s) who may be recommended by the hiring panel; and**
- 4. Receive the results of any reference and background checks conducted by Odgers Berndtson, and identify the recommended candidate to be brought forward for City Council's consideration and approval.**

## 5. Motion to Resolve in camera

**Motion No. CMHP 2023-02-01**

Moved by C. Kitts

**BE IT RESOLVED THAT the City Manager Hiring Panel resolve *in camera* pursuant to *Procedure By-law 2022-410*, Subsections 13(1)(b), personal matters about an identifiable individual, including staff and 13(1)(d) labour relations or employee negotiations, to undertake the process to identify a recommended candidate for the position of City Manager, including the following:**

- **Friday, May 12, 2023: Receive the confidential long list of candidates and confidential interview guide provided by Odgers Berndtson, and direct Odgers Berndtson to make the necessary arrangements for the hiring panel to interview candidates selected by the hiring panel for the first round of interviews;**
- **Friday, May 19, 2023: Conduct the first round of interviews (virtual) with the selected candidates, and direct Odgers Berndtson to make the necessary arrangements for the hiring panel to interview candidates preferred by the hiring panel for the second round of interviews;**
- **Friday, June 2, 2023: Conduct the second round of interviews (in person) with the preferred candidates, and direct Odgers Berndtson to conduct reference and background checks on any preferred candidate(s) who may be recommended by the hiring panel; and**
- **Friday, June 9, 2023: Receive the results of any reference and background checks conducted by Odgers Berndtson, and identify the recommended candidate to be brought forward for City Council's consideration and approval; and.**

**BE IT FURTHER RESOLVED that the hiring panel shall resume in open session to rise and report pursuant to Subsection 13 (8) of the *Procedure By-law* at or immediately preceding the next regular City Council meeting following the conclusion of the hiring panel's deliberations.**

**Carried**

6. Recess

The meeting recessed and resolved *in camera* at 9:35 am.

Following its closed session deliberations, the hiring panel rose and reported in open session at the City Council meeting of August 23, 2023 at approximately 10:13 am, as provided for in Motion CMHP 2023-02-01.

The Mayor advised that that the Hiring Panel had met in closed session with the assistance of an external search firm and a representative from the Office of the City Clerk on May 12, May 19, June 28, August 15, and August 22, 2023, for the purposes of the formal confidential hiring process for the new City Manager, including multiple rounds of interviews of candidates and identifying a recommended candidate to be brought forward for Council's consideration.

He confirmed that no motions were carried by the Hiring Panel during its closed session deliberations other than procedural motions or directions to staff.

The hiring panel was deemed adjourned at 10:14 am on August 23, 2023.

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Original signed by C. Salter  
MacDonald, Manager, Council and  
Committee Services

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Original signed by Mayor M.  
Sutcliffe, Chair