

Report to Strategic Priorities & Policy Committee

To: Chair and Members
Strategic Priorities & Policy Committee
From: John Paradis, Deputy City Manager, Enterprise Supports
Michael Goldrup, Director, People Services
Subject: City Manager, Recruitment and Selection Process
Date: September 19, 2023

Recommendation

That, in consultation with the Mayor, and on the recommendation of the Deputy City Manager, Enterprise Supports and Director, People Services, the following actions be taken with respect to the City Manager recruitment and selection process:

- a) the staff reported dated September 19, 2023, related to the City Manager recruitment and selection process, **BE RECEIVED** for information; and
- b) the Recruitment and Selection Plan for the new City Manager contained in the above-noted report, **BE ENDORSED**.

Executive Summary

In July 2023, the current City Manager, Lynne Livingstone informed Administration and Council of her upcoming retirement at the end of December 2023. Civic Administration was requested to report back with a plan for the recruitment of a new City Manager for Councils' consideration.

The purpose of this report is to propose a methodology for the recruitment of a new City Manager and seek Councils' endorsement of the recruitment plan.

In consultation with Mayor Morgan and with consideration of the current changes to the Strong Mayor Legislation, the recruitment plan indicates the Mayor requests Council to select the candidate for City Manager with his endorsement.

Linkage to the Corporate Strategic Plan

Well-Run City - The City of London is a leader in public service.

- 3.1 The City of London is recognized as an employer of choice.

Analysis

1.0 Background Information

The current City Manager, Lynne Livingstone informed Administration, Mayor and Council of their upcoming retirement at the end of December 2023.

1.1 Strong Mayor Legislation

In 2022, the Ontario government enacted the *Strong Mayors, Building Homes Act*, which made changes to the *Municipal Act*. Regulation O. Reg.530/22 recently designated the City of London as one of the municipalities to which those changes apply. As a result, the head of Council now has the authority to appoint the Chief Administrative Officer/City Manager:

284.5 The powers of a municipality under section 229, with respect to the Chief Administrative Officer, are assigned to the head of Council.

Where s.229 provides:

229 A municipality may appoint a Chief Administrative Officer who shall be responsible for,
(a) exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and

(b) performing such other duties as are assigned by the municipality.

The appointment authority can be delegated by the Mayor to Council pursuant s.284.13 and O.Reg 530/22 :

284.13 (1) Subject to the prescribed limitations, if any, the head of Council may delegate their powers and duties under the following sections:

1. Section 284.5 (Chief Administrative Officer).

O.Reg 530/22, s.6. (1): The head of Council may not delegate their powers and duties under the sections referred to in paragraphs 1 and 4 of subsection 284.13 (1) of the Act except to Council.

2.0 Discussion and Considerations

City Manager Recruitment Plan

The recruitment and selection committee will consist of members of Council and be supported by an external recruitment consultant and internal human resource professionals (Director, People Services or designate).

It is anticipated that a recruitment and selection process will take up to 4 months. To ensure a thorough and effective recruitment, Civic Administration has engaged an external firm with expertise and experience in the search and successful recruitment of leadership positions in public institutions and municipalities. They will assist in defining the scope of the position by reviewing the job description in preparation for receiving parameters from the Mayor and Council. They will also be developing a marketing and communication strategy to attract potential candidates in a national search.

The Recruitment and Selection Committee

The purpose of this committee will be to engage in the recruitment process, create a short list of candidates, participate in the review of applications, conduct interviews and ultimately make a recommendation of a preferred candidate to SPPC, Mayor and Council. The committee is proposed to consist of:

- 5 members of Council as determined by SPPC
- The City Clerk or designate (support the committee meeting process)
- The Consultant

RECRUITMENT AND SELECTION PLAN

The following key steps have been identified for consideration:

1. Engage an external search firm. (complete)
2. Review current job description and ensure it correctly reflects the duties and expectations for the position of City Manager. (complete)
3. Mayor confirms the recruitment plan, Mayor establishes the City Manager/Senior Leader Recruitment and Selection Committee (Recruitment and Selection Committee), and SPPC select members for the Committee.
4. Advertisement and active recruitment.
5. Recruitment & Selection Committee recommends to SPPC and Mayor preferred candidate(s).
6. Mayor meets with preferred candidate(s)—for the benefit of candidate(s)—and provides feedback to SPPC.
7. Council selects and endorses candidate.
8. Civic Administration formalizes the offer to the candidate.
9. Successful candidate confirmed by Mayoral decision and introduced in a closed meeting of Council followed by a public announcement to the community and employees.
10. Successful candidate assumes the role.

3.0 Financial Impact/Considerations

The estimated cost of a consultant fee to assist with the recruitment of this position is \$40,000 and will be covered through existing budgets. This cost will address a 6-phase methodology which includes execute recruitment planning, position profiling, sourcing, pre-screening, interviews, references, offers, and follow-up.

4.0 Key Issues and Considerations

To ensure this career opportunity reaches a broad and diverse audience, direct sourcing activity will include targeted national municipal websites and equity seeking group websites.

Conclusion

The hiring of a City Manager is an important task that sets in place the leadership for an organization that will advance Municipal Councils' Vision and Mission and the delivery of over 100 services to Londoners. It is anticipated that the process and timing proposed will be conducive to ensuring that the attributes that the Mayor and Council is looking for in a new City Manager are found in the successful candidate.

Prepared by:	Michael Goldrup, Director, People Services
Recommended by:	John Paradis, Deputy City Manager, Enterprise Supports
Concurred by:	Michael Schulthess, City Clerk