

TO:	CHAIR AND MEMBERS STRATEGIC PRIORITIES & POLICY COMMITTEE MEETING ON OCTOBER 28, 2019
FROM:	CATHY SAUNDERS, CITY CLERK
SUBJECT:	CITY MANAGER SEARCH COMMITTEE TERMS OF REFERENCE

RECOMMENDATION

That on the recommendation of the City Clerk, the Terms of Reference for the City Manager Search Committee attached as Appendix "A" to the staff report dated October 22, 2019 with respect to this matter, BE APPROVED.

BACKGROUND

Municipal Council directed the City Clerk to establish a City Manager Search Committee comprised of the following Council Members: Mayor E. Holder and Councillors J. Helmer, S. Hillier, A. Kayabaga, J. Morgan and P. Van Meerbergen.

Attached as Appendix "A" to this report for consideration is a draft Terms of Reference for the City Manager's Search Committee, based on the previous information provided to the Council.

DISCUSSION

As this is a Special Committee, established by Municipal Council, meetings of the Committee will be held in accordance with the Council Procedure By-law.

PREPARED BY AND RECOMMENDED BY:
CATHY SAUNDERS CITY CLERK

APPENDIX "A"

CITY MANAGER SEARCH COMMITTEE TERMS OF REFERENCE

COMPOSITION:

The City Manager Search Committee shall be comprised of the following Members of Council: Mayor E. Holder and Councillors J. Helmer, S. Hillier, A. Kayabaga, J. Morgan and P. Van Meerbergen.

TERM OF OFFICE:

The City Manager Search Committee shall be dissolved upon completion of its duties.

CHAIR AND VICE CHAIR

The Chair and Vice Chair shall be elected by the Search Committee from among its Members.

REPORTING RELATIONSHIP

The Search Committee shall report through the Corporate Services Committee.

DUTIES:

The Search Committee will:

- a) in consultation with the external recruitment consultant, review and update the job description and role profile of the City Manager's position, ensuring that it is reflective of legislative requirements and considers the comments provided by Municipal Council, Senior Leadership Team, Unions and Associations, with respect to leadership qualities believed to be important in the selection of the City Manager;
- b) review applications for the position of City Manager and establish a short list of candidates to be interviewed by the Search Committee;
- c) conduct the interviews of the short list of candidates; and,
- d) provide a recommendation to Municipal Council, through the Corporate Services Committee of the preferred candidate.

MEETINGS:

The meetings shall be held on a schedule established by the Search Committee.

RESOURCES:

The City Manager Search Committee shall be supported by an external recruitment consultant and the City of London's Human Resources professionals. Secretariat support shall be provided by the City Clerk and Deputy City Clerk.