CITY MANAGER RECRUITMENT PROCUREMENT OPTIONS

RECOMMENDATION

1. That Option _____, as outlined in Attachment 1 of the May 10, 2024, Office of the City Clerk report OCC02487, be approved.
2. That Attachment 1 of the May 10, 2024, Office of the City Clerk report OCC02487, remain private pursuant to section 24 (advice from officials) and section 25 (disclosure harmful to the economic and other interests of a public body) of the *Freedom of Information and Protection of Privacy Act.*

Report Purpose

Committee decision required.

REPORT

City Manager Recruitment Committee (CMRC), as established by Bylaw 20185 at the April 3, 2024, City Council meeting and is responsible for overseeing the recruitment process for a new City Manager.

The CMRC is responsible for:

- Approving the appointment of an external recruitment firm;
- Providing direction to the recruitment firm on the development of a position and role profile;
- Recommending a position and role profile to Council;
- Reviewing the long list of candidates developed by the external recruitment firm;
- Recommending a short list for initial interviews to Council;
- Approving the interview questions for initial interviews;
- Conducting initial interviews and reporting to Council on the results;
- Developing and recommending a list of candidates for final interview by Council;
- Recommending a candidate for appointment to Council; and
- Recommending the negotiating mandate and final proposed employment agreement to Council.

7.1
ROUTING - City Manager Recruitment Committee | DELEGATION - A. Giesbrecht
May 10, 2024 – Office of the City Clerk OCC02487

1

CITY MANAGER RECRUITMENT PROCUREMENT OPTIONS

Budget/Financial Implications

Funding for the City Manager recruitment exists within the Office of the City Clerk operating budget as approved by Council, on a one-time basis from the 2024 Council Contingency Fund at the April 3, 2024, City Council meeting.

The Office of the City Clerk has prepared a variety of procurement methods for advancing a decision on an external search firm (Attachment 1). The procurement method type including a brief description, approximate timelines and estimated budget implications are included for each option.

ATTACHMENT

1. Procurement Method Options (PRIVATE)