

## Audit Committee Recruitment

### Recommendation:

1. That recruitment of a public member for Audit Committee based on the recruitment profile outlined in Attachment 1 of the September 18, 2013, Corporate Services report CR\_613, be commenced.
2. That \$40,000 be allocated from the Council Contingency Fund for the external search consultant for the recruitment of one new member for Audit Committee.

### Report Summary

**This report advises Council of an upcoming public member vacancy on Audit Committee and asks Council to approve funding for an external search consultant.**

### Report

On August 29, 2013, Ms. Normington advised that she did not wish to be reappointed as a public member on Audit Committee. In order to minimize any concerns regarding quorum, recruitment to fill the upcoming vacancy should commence immediately.

Under the Audit Committee Bylaw 16097, at least one of the public members must hold a professional accounting designation, and at least one public member must be in attendance at Audit Committee meetings.

Recruitment for public members for Audit Committee includes the use of an external search consultant due to the specific qualifications required; and, as

recruitment occurs irregularly, Council is asked to approve the costs for the search on an as-needed basis.

The selection committee for this recruitment will consist of the members of Council serving on Audit Committee. Once the search has been completed, the consultant will recommend a short list to the selection committee for approval. Once approved, the selection committee will interview the short listed candidates and recommend a candidate to Council for appointment.

The anticipated timeline is as follows:

- Mid-October -- Complete hiring of consultant
- End of November -- Consultant completes search
- Short listing -- Selection Committee meets mid-December
- Interviews -- Selection Committee meets mid-January
- Appointment -- Council approval in mid-January
- Late January -- Orientation of new member
- Early February -- New member attends first meeting

### Corporate Outcomes

Conditions of Success - Sound management practices and processes

### Budget/Financial Implications

Council is asked to approve the use of council contingency to cover the costs associated with the hiring of an executive search consultant

Based upon the most recent recruitment campaign for Audit Committee, the cost will be approximately \$40,000.

### **Justification of Recommendation**

1. A public member position on Audit Committee will be vacant as of December 31, 2013, and the position should be filled as soon as possible in order to alleviate any concerns regarding quorum in 2014.
2. Use of an external search consultant for committees of Council is approved by Council on a case-by-case basis.

### **Attachment**

1. Recruitment Profile - Audit Committee Public Member

### **Others Reviewing this Report**

- L. Rosen, Chief Financial Officer and Treasurer