
MEMORANDUM

CL-C 55-2021

Subject: Chief Administrative Officer Recruitment Committee Update

Date: June 24, 2021

To: Regional Council

**From: Franco Meffe, Director, Human Resources, and Ann-Marie Norio,
Regional Clerk**

In accordance with the Chief Administrative Officer Recruitment, Selection, Offer of Employment, and Performance Management Policy and corresponding Procedure, this memorandum provides an update concerning the recruitment and selection process of the Chief Administrative Officer and the recent actions of the Chief Administrative Officer Recruitment Committee (CAORC).

At its meeting held on June 22, 2021, the CAORC approved the short list of candidates for a first round interview as presented by Legacy Executive Search Partners. As directed by the CAORC, Legacy Partners will reach out to candidates to coordinate interviews to be held electronically during the week of July 5, based on candidate availability. In addition the Committee approved the interview questions proposed by Legacy Partners to be used during the first round interviews.

Once these interviews have been completed, in accordance with the policy and procedure noted above, the CAORC will determine which candidates are identified to proceed through the recruitment process.

In preparation for the next phase in the process, staff have noted the need to address a procedural matter regarding how any requests for delegations should be managed. The Chief Administrative Officer Recruitment, Selection, Offer of Employment, and Performance Management Policy and Procedure provides that meetings of the CAORC will be governed by Niagara Region's Procedural By-law. In accordance with the Procedural By-law, delegations related to employment matters are not permitted however signed submissions in this regard are instead referred to the Chief Administrative Officer. Specifically Section 13.7 of the By-law states:

Delegations concerning labour relations, union negotiations and any employee relations will not be heard at any Standing Committee or Council meetings. All signed submissions received by the Clerk concerning these matters shall be referred to the Chief Administrative Officer of the Region.

In the circumstances, staff are recommending that for the purposes of the CAORC, the rules of procedure with regard to the second part of Section 13.7 be suspended; so that all signed submissions received by the Clerk related to the CAO recruitment process can instead be forwarded to the Director, Human Resources, and the External Search Firm for consideration and follow up as appropriate during the recruitment process.

This will serve to ensure that any submissions in this matter are directed appropriately.

Should Council be supportive of the above suspension, the following motion could be considered:

That, in accordance with subsection 2.4 of Niagara Region's Procedural By-law, the rules of procedure, specifically the second part of subsection 13.7 of the Procedural By-law, **BE SUSPENDED** for purposes of the CAORC and that the Clerk **BE DIRECTED** to forward any signed submissions received by the Clerk regarding the CAORC to the Director, Human Resources, and the External Search Firm for consideration and follow up as appropriate during this recruitment process.

As this motion is to waive the rules of procedure, two-thirds majority of the members present will be required for the motion to pass.

Staff will ensure both the Chief Administrative Officer Recruitment, Selection, Offer of Employment, and Performance Management Policy and Procedure documents as well as the Procedural By-law are amended as necessary to reflect the above in future.

Respectfully submitted and signed by

Franco Meffe
Director, Human Resources

Ann-Marie Norio
Regional Clerk