
MEMORANDUM

CL-C 5-2020

Subject: Report HR 01-2020 Revised - Amendments to Procedure - Chief Administrative Officer - Recruitment, Selection, and Offer of Employment

Date: February 20, 2020

To: Regional Council

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

At its meeting held on February 12, 2020, the Corporate Services Committee, approved the following recommendation:

That Report HR 1-2020 REVISED, dated February 12, 2020, respecting Chief Administrative Officer (CAO) Recruitment, Selection, Offer of Employment and Performance Management Policy and Procedures, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the Chief Administrative Officer Recruitment, Selection, Offer of Employment and Performance Management Policy, attached to Report HR 1-2020 REVISED as Appendix 1, **BE APPROVED**;
2. That the Chief Administrative Officer Recruitment, Selection, and Offer of Employment Procedure, attached to Report HR 1-2020 REVISED as Appendix 2, **BE APPROVED** to include the amendments brought forward by Committee; and
3. That the Chief Administrative Performance Management Procedure, attached to Report HR 1-2020 REVISED as Appendix 3, **BE APPROVED**.

Further to the direction from Committee to include the amendments requested at the February 12 meeting, staff have attached a revised Chief Administrative Officer Recruitment, Selection, and Offer of Employment Procedure. The revised procedure and this memo seek to address some of the suggestions made at Committee.

As suggested by Committee at the Corporate Services Committee meeting, staff revised the Procedure to include that the Regional Chair shall have the right to vote. In addition, staff included stricter provisions around attendance at meetings and differentiated between attendance at interviews and non-interview meetings. As such Committee members who are absent from any candidate interviews will be deemed to have resigned from the Committee and members shall only be allowed to miss two (2) non-interview meetings.

Committee raised concern with the language in the Procedure respecting re-appointments/appointing a new member to fill a vacancy. This was in light of the concern that should Council need to appoint a replacement member as a result of a vacancy there would be a need to get a new Committee member up to speed which may be challenging depending on the stage of the recruitment process reached at that point. In response to this concern, staff have proposed that instead of the procedure requiring that Council re-appoint/appoint a new member to the Committee, that Council instead be informed as to the resignation of one of the Recruitment Committee members at which time Council could consider how they would like to proceed going forward. Options could be appointing a new member or depending on how far along in the recruitment process the Committee is, perhaps continuing with the remaining members only.

Committee members brought forward suggestions regarding electronic participation in meetings. Section 238(3.1) of the *Municipal Act* does allow for electronic participation in meetings; however, staff have not included this option in the procedure as the legislation does not allow for electronic participation in closed session. In addition, members participating in the meeting electronically are not able to vote and do not count towards quorum. Based on the above and in light of the fact that many of the meetings of the Committee will contain closed session portions, staff would consider that being able to participate electronically would be of limited benefit to Committee members as it would not afford an opportunity for full participation.

It was suggested that those Regional Councillors who have previously participated in a Regional CAO recruitment be provided with an opportunity to attend a meeting to provide advice to the new Committee. Staff have taken this as direction and will ensure that those members are offered an opportunity to attend the first Committee meeting to address the new Committee.

A copy of HR 01-2020 Revised, including an amended Appendix 2 (above described changes in red), has been attached to this memo.

The following motion is before Council for consideration:

That Correspondence Item CL-C 5-2020, being a memorandum from F. Meffe, Director, Human Resources, and A.-M. Norio, Regional Clerk, dated February 20, 2020, respecting Report HR 01-2020 Revised - Amendments to Procedure - Chief Administrative Officer - Recruitment, Selection, and Offer of Employment, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That Report HR 1-2020 REVISED, dated February 12, 2020, respecting Chief Administrative Officer (CAO) Recruitment, Selection, Offer of Employment and Performance Management Policy and Procedures, **BE RECEIVED**;

2. That the Chief Administrative Officer Recruitment, Selection, Offer of Employment and Performance Management Policy, attached to Report HR 1-2020 REVISED as Appendix 1, **BE APPROVED**;
3. That the amended Chief Administrative Officer Recruitment, Selection, and Offer of Employment Procedure, attached to Report HR 1-2020 REVISED as Appendix 2, **BE APPROVED**; and
4. That the Chief Administrative Performance Management Procedure, attached to Report HR 1-2020 REVISED as Appendix 3, **BE APPROVED**.

Respectfully submitted and signed by

Franco Meffe
Director, Human Resources

Ann-Marie Norio
Regional Clerk