

# CORPORATE POLICY AND PROCEDURE



Policy	<b>Terms of Reference for the Chief Administrative Officer Recruitment, Selection and Performance Sub-committee</b>
Category	Departmental
Authority	City Clerk's Office
Related Policies	None
Approved by	City Council
Effective date	February 25, 2019
Revision Date	June 27, 2023

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## Policy Statement

The Chief Administrative Officer (CAO) Recruitment, Selection and Performance Sub-committee Terms of Reference are the guiding document for the governance of the sub-committee.

## Purpose

The purpose of the terms of reference is to clarify the role of the CAO Recruitment, Selection and Performance Sub-committee.

## Mandate

The mandate of the CAO Recruitment, Selection and Performance Sub-committee includes:

- monitoring and annually reviewing the performance of the CAO and making related recommendations to ~~Council~~the Mayor or City Council pursuant to Section 284.13 of the Municipal Act and any related Mayoral Decisions.
- ensuring that the City of Guelph undertakes appropriate measures to recruit and recommend the selection of CAOs to the Mayor or City Council, pursuant to Section 284.13 of the Municipal Act and any related Mayoral Decisions, when the CAO position becomes vacant.
- directing the Deputy CAO, Corporate Services and/or General Manager, Human Resources in relation to the recruitment, selection and performance management of CAOs.

As it relates to the performance management of the CAO, while the sub-committee may conduct regular monitoring as necessary, the sub-committee will conduct an annual performance evaluation and provide the results of that evaluation to Council

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along with any associated recommendations, in accordance with the CAO Performance Evaluation Process – Terms of Reference.

As it relates to the recruitment and selection of a CAO, the sub-committee will meet as required, in consultation with the Deputy CAO, Corporate Services and/or General Manager, Human Resources, or their successors, to determine the necessary actions and to make recommendations to Council.

### **Authority**

The CAO Recruitment, Selection and Performance Sub-committee has the authority to direct the Deputy CAO, Corporate Services and the General Manager, Human Resources, or their successors, in relation to the sub-committee's mandate.

In addition, the CAO Recruitment, Selection and Performance Sub-committee may, upon consultation with the Deputy CAO, Corporate Services and/or General Manager, Human Resources, or their successors, retain the services of outside legal counsel and human resources professionals.

The CAO Recruitment, Selection and Performance Sub-committee does not hold any additional approval authority not noted above. The final decision on all matters related to CAO recruitment, selection and performance rests with [the Mayor or City Council, pursuant to Section 284.13 of the Municipal Act and any related Mayoral Decisions Council.](#)

### **Membership**

The Committee of the Whole service area chairs for Corporate Services, Public Services, Infrastructure, Development and Enterprise Services, Audit and Governance shall comprise the sub-committee.

### **Chair**

The CAO Recruitment, Selection and Performance Sub-committee will be chaired by the Mayor [as the service area chair for Governance.](#)

### **Meeting Frequency and Calling of Meetings**

Meetings of the CAO Recruitment, Selection and Performance Sub-committee are called by the Mayor on an as needed basis.

### **Procedures**

As a sub-committee of Council, the Procedural By-law will govern the proceedings of the CAO Recruitment, Selection and Performance Sub-committee. The open meeting provisions included in section 239 of the Municipal Act apply.