

Staff Report



To	City Council
Service Area	Corporate Services
Date	Thursday, August 22, 2024
Subject	Chief Administrative Officer Recruitment Update

Recommendation

1. That the report titled Chief Administrative Officer Recruitment Update, dated August 22, 2024, be received.
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Executive Summary

Purpose of Report

The purpose of this report is to share high-level details on the progress of work that has been carried out by the Chief Administrative Officer (CAO) Recruitment, Selection and Performance Sub-committee (Sub-committee) in relation to the recruitment of the City's next CAO.

Key Findings

The Sub-committee appointed Boyden Canada (Boyden) to serve as an executive search firm on [April 17, 2024](#) and to support the launch of the CAO search and recruitment. The Sub-committee, with support from Boyden and the City's Human Resources team, met between April and June 2024 to carry out foundational work to support the search and recruitment of the City's next CAO. Beginning in early July 2024, the Sub-committee held interviews with candidates for the CAO role. Final decision materials and information, including a review of various candidate assessments, occurred at the Sub-committee's August 13, 2024 meeting.

Strategic Plan Alignment

The process to recruit and retain the City's next CAO is key to achieving the City's mission of working together to deliver responsible, responsive, and professional public service to Guelph's growing and diverse community. The CAO position is directly linked to the successful achievement of the Future Guelph Strategic Plan.

Future Guelph Theme

Foundations

Future Guelph Objectives

Foundations: Be an employer of choice

Financial Implications

Costs and financial implications associated with this work are planned for and covered under the approved 2024 Human Resources budget and as outlined in previous reports to the Sub-committee dated [March 26, 2024](#) and [April 17, 2024](#).

Report

The purpose of this report is to share general details and information on the progress of the Sub-committee's work and overall progress relating to the recruitment of the City's next CAO. This final report, and the corresponding closed report, is intended to support Council's final ratification of a preferred candidate as recommended by the Sub-committee.

In support of the search and recruitment of the City's next CAO, the Sub-committee carried out the following work over the course of the last few months dating back to early 2024:

- Appointment of an executive recruitment and search firm to support the recruitment of the City's next CAO (Boyden).
- Stakeholder engagement, both internal and external, in support of the development of an ideal candidate profile.
- Approval of the ideal candidate profile.
- Formal launch of CAO search and recruitment process.
- Formulation of assessment processes and approaches, including interview guides, interview assignments, and executive assessments.
- Two rounds of in-person interviews.
- Deliberation on interview outcomes, responses to assignments, and review of executive assessments.

The outcome of this work has culminated in the August 22, 2024 meeting of Council whereby the Sub-committee's recommendation on a preferred candidate for appointment to the role of CAO will be discussed by Council.

Due to the confidentiality of this process and the need to support the competitive nature of recruitment processes in a manner that respects individual privacy, this discussion is recommended to be had in a closed meeting of Council with eventual appointment of a CAO, by by-law, to occur at a future meeting of City Council and public announcement of the successful candidate by report out from Council and/or a public media release.

Financial Implications

Costs and financial implications associated with the search and recruitment of the City's next CAO are covered under the approved 2024 Human Resources budget and as outlined in previous reports to the Sub-committee dated [March 26, 2024](#) and [April 17, 2024](#).

Consultations and Engagement

Human Resources staff engaged with Boyden since their appointment on April 17, 2024 in order to support the Sub-committee's ongoing work. The City Clerk's Office has been engaged throughout to support the meetings and related processes of the Sub-committee. Engagement with stakeholders, both internal and external, on an ideal candidate profile and key leadership qualities and skills being sought in the

City's next CAO began following the [May 7, 2024](#) meeting of the Sub-committee and included, but was not limited to, the following groups:

- Post-secondary partners
- Indigenous partners
- The Chamber of Commerce
- Wellington County
- School board partners
- Guelph General Hospital
- City Council
- City Leadership Team
- City union executives

Attachments

None.

Departmental Approval

Dylan McMahon, Acting General Manager, City Clerk's Office/Acting City Clerk

Report Author

Stephen O'Brien, Acting General Manager, Human Resources

This report was approved and recommended by:

Stephen O'Brien

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Corporate Services

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