

# Terms of Reference

## Chief Administrative Officer (CAO) Recruitment Committee

### **1. Mandate**

- 1.1 The CAO Recruitment Committee (the Committee) is an Ad Hoc Committee as defined under the City's Procedure By-law.
- 1.2 The mandate of the Committee is to oversee the process undertaken by the external Executive Recruiter (the Recruiter) and the Director, Human Resources, in relation to the recruitment of a CAO and to ensure that the appropriate measures are taken to consider applications, conduct interviews and recommend a short-list of qualified candidates to Council for selection and appointment of the appropriate candidate.
- 1.3 The final decision on all matters related to CAO selection and appointment rests with City of Pickering Council.

### **2. Goals, Objectives and Responsibilities**

- 2.1 The Recruiter will develop a candidate profile with input from the Committee as well as other stakeholders as necessary.
- 2.2 The Recruiter will develop a position profile which will contemplate their understanding of the successful candidate profile and their environment. This will be approved by the Committee and the position will be posted externally and internally concurrently.
- 2.3 The Recruiter will identify potential candidates by utilizing existing contacts and external web based postings. They will personally interview the candidates and provide the Committee with a long list of vetted candidates. From this list, the Committee will select a shorter list of candidates they wish to invite for an interview.
- 2.4 The Recruiter will develop interview questions and will schedule and attend the interview(s).
- 2.5 The Recruiter will conduct a detailed reference check of the Committee's preferred candidate(s) as well as academic and professional credential verification.
- 2.6 The Committee will take detailed notes during the interview process and will present their findings to Council in a staff report which will include the ranking of the top candidates (no more than 3) and the particulars provided by the Recruiter from the reference and credential verification.
- 2.7 Psychometric testing of the top candidate(s) may be completed at this time if deemed necessary by the Committee.
- 2.8 Upon considering the staff report and the short list of candidates interviewed by the Committee, Council will endorse a preferred candidate for appointment as CAO.

- 2.9 The Recruiter will assist with the creation of an employment offer and negotiation of the terms of employment.
- 2.10 The Recruiter will continue to provide onboarding support during the first 12 months to ensure the successful applicant is validated for both the City and the candidate.
- 2.11 The anticipated start date of the position is January 1, 2021.

### **3. Composition**

- 3.1 The Committee will be comprised of the Mayor, two (2) Members of Council selected by the Mayor, Director, Human Resources, City Clerk and an external executive recruiter.
- 3.2 The Mayor shall Chair all CAO Recruitment Committee Meetings.
- 3.3 The CAO Recruitment Committee shall be considered dissolved upon such time that a CAO has been hired in keeping with the provisions of an ad hoc committee under the City's Procedure By-law.

### **4. Meeting Schedule**

- 4.1 The Recruitment Committee shall meet as needed and may meet in-person or through a virtual meeting platform in accordance with the City's Procedure By-law.
- 4.2 As Ad Hoc Committees are recognized under the City's Procedure By-law, meetings shall be in accordance with such Procedures including the provision of notice through an agenda and the posting of minutes.
- 4.3 Given the nature of these meetings, and the confidentiality of the recruitment process, parts of the meetings will be held in closed session in accordance with the provisions of the *Municipal Act*.
- 4.4 Human Resources and the City Clerk's Office will provide assistance and support to the Committee, as required.