



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Human Resources

TO:	Mayors and Members General Issues Committee
COMMITTEE DATE:	August 13, 2018
SUBJECT/REPORT NO:	City Manager Recruitment Process (HUR18013) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Lora Fontana 905-546-2424 Ext. 4091
SUBMITTED BY:	Lora Fontana Executive Director Human Resources and Organizational Development
SIGNATURE:	

RECOMMENDATION(S)

- (a) That a Steering Committee comprised of the Mayor and the Chairs of the Standing Committees be established to assist with the recruitment process for the City Manager.
- (b) That the recruitment process for both internal and external candidates commence in approximately November, 2018

EXECUTIVE SUMMARY

The City Manager is accountable to City Council for providing strategic leadership and guidance in the cost-effective administration of the City's departments, programs and services in accordance with the prescribed By-Law, policies and strategic plans established by Council.

On June 27, 2018, Chris Murray, City Manager, tendered his resignation to the Mayor and Members of Council. To assist with the interim period prior to the selection of a new City Manager, at its July 13th, 2018 General Issues Committee (GIC) meeting, Council appointed Mike Zegarac as the Acting City Manager, effective August 13, 2018.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

Recognizing the need to expand the recruitment strategies beyond the internal City recruitment processes, it is appropriate to secure an executive search firm that is capable of conducting a nation-wide search for the position.

It is recommended that a Steering Committee consisting of the Mayor and the Chairs of the Standing Committees for the next term of Council, oversee the search process, interview a short-list of candidates, and identify finalist candidates for consideration by City Council.

In light of the upcoming municipal election taking place on October 22, 2018, it is recommended that the Steering Committee commence the interview process once the new Council has been established and the new Chairs of the Standing Committees have been selected for the next term of Council.

The process for selecting an executive search firm will take place within the next 2 – 3 months. It is anticipated that the interview and selection process for potential candidates will commence in the first quarter of 2019.

Alternatives for Consideration – See page 4

FINANCIAL – STAFFING – LEGAL IMPLICATIONS (for recommendation(s) only)

Financial: Based on historical experience, it is anticipated that the cost for the executive search firm services for the recruitment of the City Manager position will be approximately \$60,000.

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND (Chronology of events)

The City Manager position is responsible for the general control and management of the government administration and affairs of the City and performs such duties as Council by-law prescribes. Generally speaking, the role is responsible for the efficient administration of all departments of the City to the extent there is control over them authorized by Council.

During the last recruitment process for the City Manager position in 2008, a Request for Proposal (RFP) was issued in recognition of the need to expand the recruitment strategies beyond the internal City recruitment processes as well as the desire to secure a search firm capable of conducting a nation-wide search for the position.

Proposals were accepted from firms that were well established in providing executive recruitment services, particularly in the municipal field. After a comprehensive assessment of all proposals received, the decision was made to proceed with Odgers Berndtson (formerly Ray & Berndtson) to assist with the recruitment process for the City Manager position.

Subsequent to the comprehensive recruitment process, Chris Murray was hired as the new City Manager in January, 2009.

On June 27th, 2018, Chris Murray, City Manager, submitted his letter of resignation to the Mayor and Members of Council. To assist with the interim period prior to the selection of the new City Manager, at its July 13, 2018 General Issues Committee (GIC) meeting, Council appointed Mike Zegarac as the Acting City Manager, effective August 13, 2018.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Pursuant to section 220 of the *Municipal Act, S.O. 2001, c. 25*, as amended, the Council for the City of Hamilton may appoint a Chief Administrative Officer for the City of Hamilton, and prescribe the duties and responsibilities of that office.

RELEVANT CONSULTATION

Not applicable

ANALYSIS AND RATIONALE FOR RECOMMENDATION

Recognizing the need to expand the recruitment strategies beyond the City's internal recruitment processes, it is appropriate to secure an executive search firm that is capable of conducting a nation-wide search for the City Manager position. It is expected that the executive search firm will conduct a nation-wide search, using a variety of networking, outreach, and position specific search strategies, to identify high quality candidates as well as ensure that the search encompasses candidates internal to the City of Hamilton.

An assessment will be conducted of potential executive firms that are well established in providing executive recruitment services, with particular emphasis in the municipal field. The selected proponent will recommend relevant and viable strategies to achieve the service objectives and requirements relevant to the successful recruitment process for the City Manager position.

In light of the upcoming municipal election taking place on October 22, 2018, it is recommended that the Steering Committee comprised of the Mayor and the Chairs of the Standing Committees established to assist with the recruitment process for the City Manager, commence the interview process once the new Council has been established and the new Chairs of the Standing Committees have been selected for the next term of Council.

The process for selecting an executive search firm will take place within the next 2 – 3 months. It is anticipated that the Mayor and the new Chairs of the Standing Committees will commence the interview and selection process of potential candidates in the first quarter of 2019.

ALTERNATIVES FOR CONSIDERATION

(Include Financial, Staffing, Legal and Policy Implications and Pros and Cons for each alternative)

Council may consider conducting a recruitment process that is restricted to the City's internal recruitment processes only. Given the scope and responsibility of the City Manager position, a wide-scale search using the networking abilities and search strategies of an executive search firm is more appropriate. Therefore, restricting the recruitment process to the City's internal staff only is not recommended.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Economic Prosperity and Growth

Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop.

Culture and Diversity

Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.

Our People and Performance

Hamiltonians have a high level of trust and confidence in their City government.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.