



Hamilton

INFORMATION UPDATE

TO:	Mayor and Members City Council
DATE:	February 12, 2019
SUBJECT:	City Manager Recruitment Steering Committee Meeting Process Update (HUR18013)
WARD(S) AFFECTED:	City Wide
SUBMITTED BY:	Janet Pilon Acting City Clerk Office of the City Clerk
SIGNATURE:	

In light of some public confusion this past weekend respecting the City Manager Recruitment Steering Committee meeting held Saturday February 9th at White Oaks Conference Centre Clerks would like to provide clarity with respect to the process for these meetings.

The City understands and appreciates that the residents of Hamilton have a vested interest in the hiring for this most senior staff leadership position. With respect to public attendance at these meetings, the public is welcome to be present during the open session portion of the meetings. Due to the nature of these meetings, open session typically only lasts a couple of minutes so that the candidate interviews can begin and the schedule set out for the candidates can be adhered. At the conclusion of the interviews, the Committee puts forward a motion to move out of camera and waits the prescribed five (5) minutes to allow any media or members of the public to return, after which the Committee puts forward a motion to adjourn. This also usually only takes few seconds.

As you are aware, delegations will not take place at these City Manager Recruitment Steering Committee meetings, but rather at a future General Issues Committee meeting. Members of the public wishing to delegate relating to the City Manager recruitment process are invited to submit their request via the City's online form. Completed delegation request forms are automatically sent to the Clerk's Office and someone will contact them to confirm their request. Requests are reviewed at the next available Committee meeting. Delegates do not need to be at the Committee meeting when their request is being considered for a future meeting. Someone from the City Clerk's office will advise them if their request was approved or denied by the Committee. If approved, they are then scheduled for the next Committee meeting and advised of that scheduling.

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.

SUBJECT: City Manager Recruitment Steering Committee Meeting Process Update (HUR18103) (City Wide) - Page 2 of 2

The location for the City Manager Recruitment Steering Committee meetings was chosen by the executive search firm, Odgers Berndtson, because it afforded the candidates their privacy, is situated right off of a main area highway, is well-equipped to host professional meetings of this nature and profile, and meets the requirement under the Municipal Act of hosting the meeting in an adjacent municipality, meaning it is a municipality nearby.

The start time of the Saturday, February 9th meeting was initially set for 9:00 a.m. The meeting start time was later amended to 8:30 a.m. to accommodate the schedules of Steering Committee members and was updated on the City of Hamilton's website the morning of Thursday, February 7th.

The next City Manager Recruitment Steering Committee meeting, when there will be further candidate interviews, will take place Saturday, February 23rd at White Oaks Conference Centre at 9:00 a.m. As was the case with this past Saturday's meeting, the meeting will open in public session, and then will move into closed session so that the schedule set out for the candidates can be adhered. At the conclusion of the interviews, the Committee will put forward a motion to move out of camera and wait the prescribed five (5) minutes to allow any media or members of the public to return, after which the Committee will put forward a motion to adjourn.

Once again, with respect to delegations, members of the public wishing to delegate continue to be welcome to submit their request as per the process outlined above.

Staff at White Oaks Conference Centre were and have been advised of the above process and have been instructed to allow public access to the meeting just prior to, and at, 9:00 a.m. with the understanding that, as was the case this past Saturday, the meeting will very likely be in closed session very shortly after 9:00 a.m., at which time the meeting is closed to the public. The meeting will remain closed to the public until the Committee puts forward a motion to move out of camera and waits the prescribed five (5) minutes to allow any media or members of the public to return, after which the Committee will put forward a motion to adjourn. Once again, as on February 9th, that is very likely to take place late afternoon. The motion to move out of camera will be at the discretion of the Committee once they have deemed the in camera portion of the meeting concluded.

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.