



CITY MANAGER SEARCH COMMITTEE

Mayor C.A. Spearman
Councillor B.A. Crowson
Councillor J.A. Coffman
Councillor J.P. Mauro

City Manager
Former City Manager
Manager, Human Resources

Terms of Reference: Approved November 27, 2017; Amended August 7, 2018

Membership:	<p><u>Members</u></p> <ul style="list-style-type: none"> • Four (4) members of City Council, one (1) of whom is the Mayor <p><u>Committee Support</u></p> <ul style="list-style-type: none"> • City Manager • Former City Manager • Manager, Human Resources • External consultants as required
Mandate:	<ul style="list-style-type: none"> • To establish the process for searching and hiring a Chief Administrative Officer (CAO) for the City of Lethbridge; • To lead on the execution of the search process as approved by City Council; • Review and recommend changes to the City Manager Bylaw, Bylaw 2195; • To help steward the on-boarding process in support of the new CAO.
Meetings:	To be called by the Chair.
Contact:	Office of the City Clerk: 403-329-7383

CITY MANAGER SEARCH COMMITTEE

TERMS OF REFERENCE

1. Name and Type of Committee

- City Manager Search Committee
- Ad Hoc Committee of City Council

2. Statement of Purpose

- To establish the process for searching and hiring a Chief Administrative Officer (CAO) for the City of Lethbridge
- To lead on the execution of the search process as approved by City Council
- Review and recommend changes to the City Manager Bylaw, Bylaw 2915
- To help steward the on boarding process in support of the new CAO

3. Key Duties and Responsibilities

- Review and recommend changes to the City Manager Bylaw
- Consider and make recommendation to City Council on the following search process elements
 - Define needs and develop candidate profile
 - Identify key stakeholders and define engagement model
 - Establish the strategy to attract candidates
 - Define screening and assessment strategy
 - Establish negotiation strategy
 - Define requirements for onboarding successful candidate
 - Develop budget to support the recruitment strategy
- Make recommendations on the engagement of external support to execute any or all of the process elements
- Meet with the CAO bi-monthly, to ensure that he is receiving the appropriate, required and necessary onboarding information and support
- Update Council of the onboarding process

4. Composition and Appointment

- Four members of City Council one of which must be the Mayor
- Quorum of three members
- Chair to selected from the appointed members

5. Committee Support

- City Manager
- Former City Manager
- Manager, Human Resources
- External consultants as required

6. Committee Timelines

- Complete development of recruitment strategy including budget no later than December 31, 2017
- Complete the review of the City Manager Bylaw no later than February 5, 2018
- Until on-boarding requirements and needs are met, report to City Council quarterly