



Special Council Meeting
Municipality of West Grey
402813 Grey County Rd 4, Durham, ON N0G 1R0

April 4, 2024, 9 a.m.

West Grey municipal office, council chambers and virtual

This meeting shall be held in the Municipality of West Grey council chambers. Members of the public may attend in person or electronically via Zoom.

To join through your computer (or smartphone with the Zoom app) go

to: <https://us02web.zoom.us/j/89156262480>

To phone in and listen live dial +1 647 558 0588 (long-distance charges may apply)

When prompted, enter the meeting ID: 891 5626 2480

Accessibility of documents: Documents are available in alternate formats upon request. If you require an accessible format or communication support contact the Clerk's Department by email at clerk@westgrey.com or 519-369-2200 to discuss how we can meet your needs.

	Pages
1. Call to order	
2. Moment of reflection	
3. Declaration of pecuniary interest and general nature thereof	
4. Presentations	
4.1 Presentation from Jon Stungevicius Re: CAO Recruitment Kick-off Meeting	1
5. Bylaws	
5.1 A bylaw to confirm the proceedings of the special meeting of the council on April 4, 2024	9
6. Adjournment	

CAO RECRUITMENT KICK-OFF MEETING

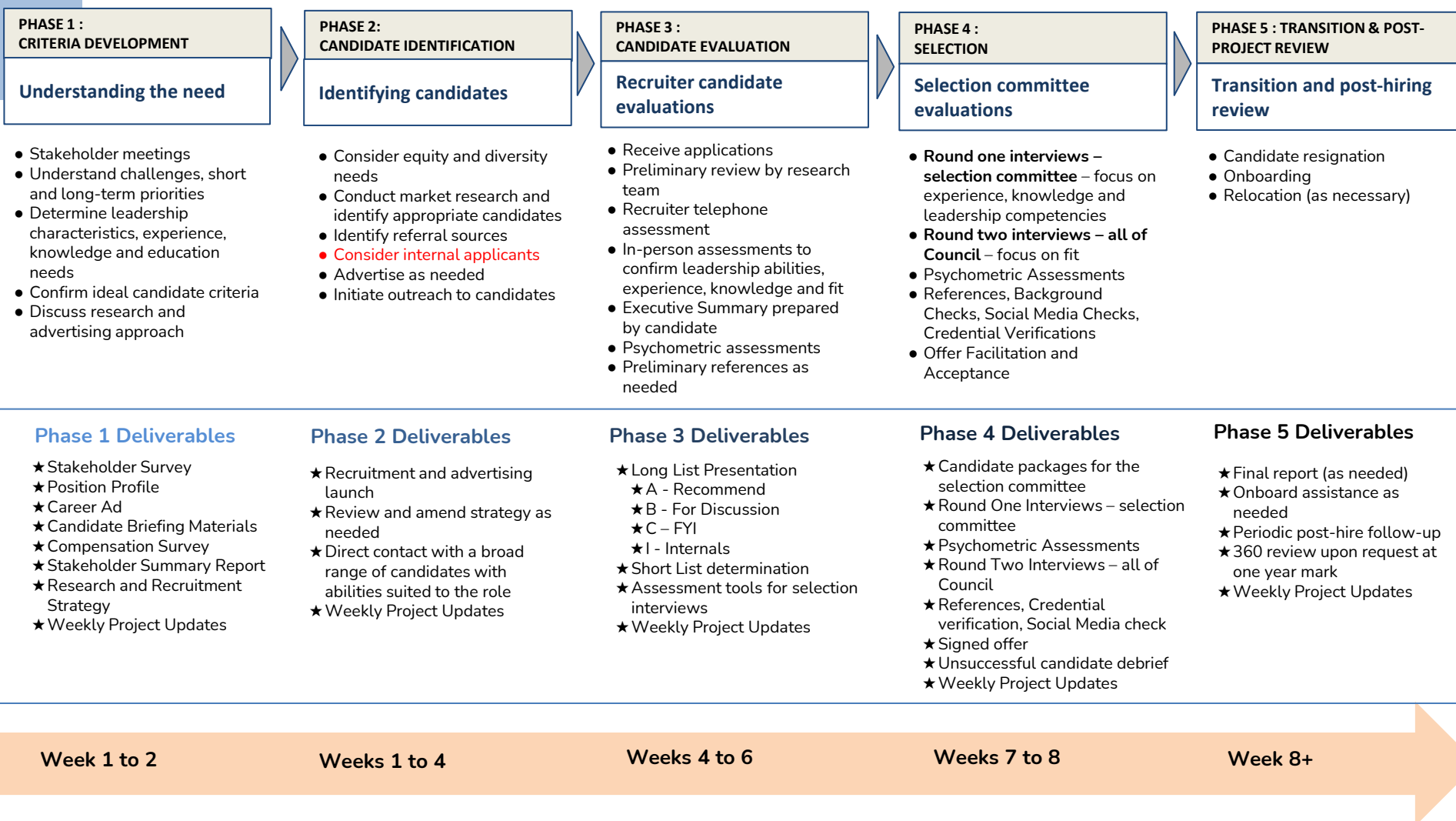
Thursday, April 4, 2024
Prepared for

*West
Grey*

Agenda

- **Executive Search Process Overview**
- **Executive Search Process - Phases One to Four Overview**
 - **Phase One – Stakeholder Engagement and Criteria Development**
 - **Phase Two – Candidate Identification (sourcing)**
 - **Phase Three – Evaluation (recruiter)**
 - **Phase Four – Selection (committee)**
 - **Review of Evaluation Approach (recommended)**
- **Key Dates (will adjust as needed)**

Our Executive Search Process



Prior to Survey - General data collected

- Organizational Information
 - Strategic Plans, Financial Statements, etc.
 - Organizational Chart
 - Key initiatives
- Community Profile
- Compensation, Benefits, Additional Attractors

Who we recommend surveying

- All of Council
- Senior Leadership Team and other Stakeholders (to be decided by Selection Committee)

Survey Questions – received via email/survey tool

- **Question 1** – What are the top three initial challenges or opportunities that the new CAO will be faced with in the first three months?
- **Question 2** - What are the top three to four objectives or success measures for the new CAO to accomplish within the first one to three years?
- **Question 3** - Is there any specific education, experience, knowledge requirements or leadership competencies that the ideal candidate should possess?
- **Question 4** - Is there anything else we should be aware of to ensure a successful search?

Survey Methods

- **Option 1** - Electronic Survey (followed by a video or phone discussion if needed)
- **Option 2** - Video or Phone Discussion (on request)

Research	Advertising
<p>Ontario – Research</p> <ul style="list-style-type: none"> ▪ Lower tier municipalities ▪ Single tier municipalities ▪ Upper tier municipalities ▪ Business Leaders who may fit the municipal sector <p>National – Research</p> <ul style="list-style-type: none"> ▪ Western Canada (BC, Saskatchewan, Alberta, Manitoba, Alberta) ▪ Eastern Canada (Newfoundland, New Brunswick, Nova Scotia, PEI) ▪ Quebec <p>Level Targeted</p> <ul style="list-style-type: none"> ▪ CAO-level, Commissioner, General Manager, Director <p>Other Sources</p> <ul style="list-style-type: none"> ▪ Our Network ▪ Referrals 	<p>Recommended</p> <ul style="list-style-type: none"> ▪ Waterhouse Career Site ▪ Municipality of West Grey Career Site ▪ LinkedIn ▪ Municipal World ▪ AMCTO ▪ OMAA – Ontario Municipal Administrators Association ▪ AMO – Association of Municipalities of Ontario ▪ CAMA/Municipal Information Network <p>▪ <i>Internal candidates will be considered as they apply</i></p>
<p>Probable Outcome</p> <ul style="list-style-type: none"> ▪ 400+ research calls ▪ 8 to 12 long listed 	<p>Probable Outcome</p> <ul style="list-style-type: none"> ▪ 30 to 50 applicants ▪ 2 to 5 long listed

Researcher/Recruiter	Selection Committee
<p>Stage 1 - Researcher</p> <ul style="list-style-type: none">▪ Network – reputation▪ Referrals - reputation▪ Telephone Interview (experience)▪ Resume (experience) <p>Stage 2 - Recruiter</p> <ul style="list-style-type: none">▪ Telephone Interview▪ In-person Interview▪ Match against selection criteria (education, experience, knowledge, leadership attributes)	<p>Stage 3 - Selection Committee -</p> <ul style="list-style-type: none">▪ Reports<ul style="list-style-type: none">▪ Executive Summary – candidate prepared▪ Resume▪ Assistance with assessment tools and questions▪ Selection Committee Interviews<ul style="list-style-type: none">▪ Round One (experience/ability)<ul style="list-style-type: none">▪ Experience based questions▪ Round Two (fit)<ul style="list-style-type: none">▪ Presentations▪ Fit Based Questions▪ Thomas PPA, TEIQ or HPTI – recommend for Round 2 <p>Stage 4 – Referencing and Diligence</p> <ul style="list-style-type: none">▪ Referencing (4 to 6), Criminal Record and Judicial matter, Education, Credit, Social Media + other record checking

Interview Format – Part one - total time of 60 minutes

- Recruiter to review the interview format – up to 1 minute
- Welcome from the Mayor and selection committee introductions – up to 1 minute
- Formal questions from the select committee – 8 questions – up to 40 minutes
- Free format questions – Mayor to chair - up to 10 minutes of free
- Candidate Questions – up to 5 minutes

After Each Interview – Part Two up to 10 minutes

- Each committee member to share brief comments – up to 5 minutes – one minute per committee member
- Short break – 5 minutes

Final Selection

- **Committee picks least preferred candidate (#5, followed by #3, followed #3, etc.)**
 - Candidate with most votes (least preferred) is not considered further
 - Same process for next candidate
- **Committee discusses remaining two or three candidates**
 - Each committee member to share comments as appropriate
- **Selection**
 - Preferred candidates selected by a show of hands

Next Steps

- Preferred candidates forward to “Next Step” in the process

Guidelines

- Council members are encouraged to attend all interviews
- Round One - to be a “voting” member, participation is required in all interviews
- Round Two – to be a “voting” member, participation is required in all interviews

Project Plan with Key Dates (for discussion)

- Kickoff Meeting – April 4th
- Week 1 - Stakeholder Survey – April 5th to April 12th
- Week 1 – Draft Career Ad and Job Description – April 12th
- Week 2 – Review of Stakeholder Comments + Career Ad & Job Description Approval (virtual) – April 15th
- Week 2 – Ad and Research Launch – April 15th
- Weeks 2 to 5 – Ad and Research Closing (4 weeks) – May 14th
- Week 5 – Long List Packages sent to the Selection Committee – May 17th
- Week 6 – Meeting - Long List Review (virtual) – May 21st or May 22nd
- Week 7 - Round One Short List Interviews (virtual) – May 27th and May 28th
 - 5 to 6 candidates = 1 hour interview + debrief – 7 hours of time
 - Recommend two half days – via video
- Week 8 – Round Two Short List Interviews (in-person) – June 3 or June 7
 - 2 to 3 candidates = 1.5 hours per interview – 4.5 hours of time
 - Recommend one half-day - in-person
- Week 8/9 - References and Offer
- Start Date – one month to three months



**The Corporation of the Municipality of West Grey
Bylaw No. 2024-034**

A bylaw to confirm the proceedings of the special meeting of the council of the
Corporation of the Municipality of West Grey.

WHEREAS Section 5(3) of the *Municipal Act, 2001*, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise; and

WHEREAS Section 8 of the *Municipal Act, 2001*, as amended, provides that the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS the council of the Corporation of the Municipality of West Grey deems it expedient to adopt, confirm and ratify matters dealt with at all meetings of council;

NOW THEREFORE the council of the Corporation of the Municipality of West Grey hereby enacts as follows:

1. That the proceedings and actions taken by the council of the Municipality of West Grey at the special council meeting of April 4, 2024 and in respect of each report, motion, recommendation, bylaw and any other business conducted are, except where the prior approval of the Ontario Land Tribunal or other authority is required by law, hereby adopted and confirmed and shall have the same force and effect as if each and every one of them had been the subject matter of a separate bylaw duly enacted.
2. The mayor and proper officials of the Corporation of the Municipality of West Grey are hereby authorized and directed to do all things necessary to give effect to the action of the council of the Corporation of the Municipality of West Grey referred to in the preceding section thereof.
3. That on behalf of the Corporation of the Municipality of West Grey the mayor or presiding officer of council and the clerk or CAO, where instructed to do so, are authorized and directed to execute all documents necessary, and to affix the seal of the Corporation of the Municipality of West Grey thereto.
4. That this bylaw shall come into force and take effect upon being passed by council.

Read a first, second and third time and finally passed this 4th day of April, 2024.

Mayor Kevin Eccles

Jamie M. Eckenswiller, Clerk