

TO: COUNCIL MEMBERS

DATE: 2020 December 07

FROM: MAYOR MIKE HURLEY

SUBJECT: CITY MANAGER SELECTION COMMITTEE – TERMS OF REFERENCE

PURPOSE: To approve the Terms of Reference for the City Manager Selection Committee.

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**RECOMMENDATION:**

1. **THAT** Council approve the Terms of Reference for the City Manager Selection Committee.

**REPORT**

Burnaby City Council, at the Open Council meeting held on 2020 December 07, received and adopted a report on the Council member appointments to the City Manager Selection Committee.

The Selection Committee is responsible for commencing the recruitment process for a new City Manager, transition plans, and advising on selection of a new City Manager.

The City Manager Selection Committee's Terms of Reference are attached as Appendix A.

Respectfully submitted,

Mike Hurley  
MAYOR

Copy: City Manager  
Director Corporate Services  
Director Human Resources  
City Clerk



## City Manager Selection Committee Terms of Reference

### 1. Purpose:

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The *City Manager Selection Committee* advises Council on the recruitment process and selection of a new City Manager.

*Authority:*

- Community Charter, Part 5, Division 4, Section 141 (Standing Committees of Council)

*Background:*

- On 2020 November 10, City Manager Lambert Chu announced his retirement at the end of 2021 February. At the Closed Council meeting held on 2020 November 23, Council authorized the Mayor to appoint members to the *Selection Committee*. The Committee was struck on 2020 December 07.

### 2. Functions:

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2.1 To consider and make recommendations to Council, in Closed meetings, on the recruitment of a new City Manager.

2.2 The main activities of the Committee include:

- Provide direction to the Director Human Resources with respect to selection of candidates to be interviewed both for the first and subsequent stages of the recruitment process;
- Invite executive search firms and receive proposals;
- Select and support an executive search firm;
- Identify requirements and establish high-level selection criteria, including qualities, qualifications and competencies;
- Review applications and short-list potential candidates;
- Participate in interviews with all potential candidates; and
- Come to consensus on the final recommendation to Council as to the successful candidate for the City Manager.

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### 3. Timeline:

3.1. It is anticipated that the Selection Committee will be in a position to make a recommendation to Council at the end of 2021 June regarding the preferred candidate for consideration and approval.

Project timeline:

	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021
Selection Committee Formation							
Selection of Executive Search Firm							
Recruitment Profile: Director & Search Committee Input - Opportunities, Challenges, Ideal Candidate Qualities							
Prepare Candidate Brief & Profile							
Candidate Search							
Long-listing							
Round 1 - Interviews							
Short-listing / testing							
Round 2 - Interviews							
Round 3 - Meeting							
Selection of Candidate, Presentation of Offer							
Recommendation to Council / Council Vote							
On-boarding of new City Manager							

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#### **4. Membership:**

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- 4.1. As per s. 141 of the Community Charter,  
*"(1) The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.  
(2) At least half of the members of a standing committee must be council members.  
(3) Subject to subsection (2), persons who are not council members may be appointed to a standing committee.*
- 4.2. Composition consists of up to five (5) Council members.
- 4.3. Membership term ends when a new City Manager is hired.
- 4.4. Staff support is provided by the Human Resources Department as required, one senior staff (in Director's position) from another department as required, and an exempt staff from the Clerk's Office.

#### **5. Meetings:**

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- 5.1. Committee meetings will be held in accordance with criteria outlined in Section 35 and 36 of the Burnaby Procedure Bylaw 2004 (Bylaw No. 11714).
- 5.2. Meeting procedures are regulated according to Burnaby Procedure Bylaw 2004 (Bylaw No. 11714).

#### **6. Reference Information**

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- 6.1. Burnaby Procedure Bylaw 2004 (Bylaw No. 11714)