REPORT OF THE

EXECUTIVE POLICY COMMITTEE

DATED JANUARY 31, 2001

Appointment of the City of Winnipeg City Clerk

File GP-1.3 (Vol. 27)

157 - 3. In July 2000, the Executive Policy Committee instructed the Manager of Human Resource Services to facilitate the recruitment and selection process, and begin soliciting preliminary proposals from local executive search firms for recruiting the City of Winnipeg's City Clerk.

The consulting firm of Arthur Anderson was selected to conduct the recruitment and selection process.

In August 2000, the Executive Policy Committee met with the Arthur Anderson consultant to discuss the recruitment and selection process. The following selection criteria were used to ensure the City of Winnipeg's new City Clerk would have:

- Extensive management skills and experience;
- Thorough knowledge of municipal operations including finance, human resources and legal;
- Experience in planning Municipal Elections; and
- Strong leadership and communication skills.

During August and September the consultants reviewed their candidate database, and contacted other senior level Clerk's from other cities across the country.

In total, forty-three (43) individuals applied to the newspaper ads and twenty-nine (29) individuals were directly sourced. To ensure applicants' confidentiality and due process, only those interviewed were presented to the Executive Policy Committee.

From mid-October to mid-November, the selection process was delayed due to an unexpected by-election. On November 29, December 1 and December 4, Executive Policy Committee interviewed five (5) short-listed candidates recommended by the consultant.

The consulting firm conducted a thorough screening of the applicants in accordance with the selection criteria determined by the Executive Policy Committee. During the standard interview process, the Executive Policy Committee assessed each candidate's skills and abilities, and identified their "track records" in terms of prior accomplishments. This process also permitted the candidates to expand their knowledge about the City of Winnipeg and confirm their interests.

Each candidate's unique strengths were carefully considered in determining the recommendation. The challenge was to decide whose skills and abilities were "best suited" to the position and current needs of the organization.

Taking these key factors into account, the Executive Policy Committee unanimously concluded that Richard Kachur be recommended for appointment to the position of City Clerk for the City of Winnipeg.

The Executive Policy Committee recommends:

I. That Richard Kachur, currently the Deputy City Clerk, be appointed to the position of City Clerk for the City of Winnipeg, on a contract for five (5) years effective February 9, 2001 starting at a Senior Management Salary level of $91,884.00 per annum.

II. That the Proper Officers of the City of Winnipeg be instructed to do all things necessary to implement the intent of the foregoing.

Moved by His Worship Mayor Murray,
Adoption of the clause.

Carried.

Council here reverted to the order of business – "Minutes".