REPORT OF THE

EXECUTIVE POLICY COMMITTEE

DATED JANUARY 5, 1998

On motion of Her Worship Mayor Thompson the Report of the Executive Policy Committee, dated January 5, 1998, was considered.

Appointment of the City of Winnipeg Chief Administrative Officer
File GP-1.35 (Vol. 1)

179 - 1. On October 29, 1997 the City of Winnipeg Council adopted a resolution directing the Executive Policy Committee to "immediately undertake the recruitment of a suitable candidate for the position of Chief Administrative Officer to have the responsibilities as identified on Appendix 'D', to do all things necessary to develop terms of the employment contract (including a five year term which may be extended at the option of the City) and to report back to Council with a recommended candidate."

On October 30, 1997 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 Chief Administrative Officer.

The consulting firm of Coopers and Lybrand was selected to conduct the recruitment and selection process on October 31, 1997.

On November 7, 1997 the Executive Policy Committee met with the Coopers & Lybrand consultants to discuss the recruitment and selection process. The following selection criteria was used to ensure The City's new Chief Administrative Officer would have:

- ❒ the ability to identify the need for, and to manage change;
- ❒ a proven capacity for identifying innovative solutions;
- ❒ a broad perspective and bias for action;
- ❒ the ability to create a shared vision with all stakeholders;
- ❒ superior leadership, business acumen, negotiation and interpersonal skills, and;
- ❒ multi-discipline and private/public sector experience.

From November 10 to December 2, 1997 the consultants reviewed their candidate database, reviewed the applicants from the City of Toronto CAO recruitment, and contacted other suggested senior level administrators from across the country.

In total, twenty-one (21) individuals applied to the newspaper ads and over thirty (30) individuals were directly sourced. To ensure applicants' confidentiality and due process, only those interviewed were presented to the Executive Policy Committee.

On December 5, 1997 the consultants recommended the Executive Policy Committee interview seven (7) candidates.

The candidates recommended were interviewed on December 8, 9, 15 and 16, 1997.

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 record" 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 who's skills and abilities were "best suited" to the position and current needs of the organization. Three (3) important factors were critical in reaching the recommendation:

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1. The new Chief Administrative Officer must be a leader who, would continue to build on and implement the alternate service delivery directions and structural changes outlined in Council's "Reshaping Civic Government" document.

2. The new Chief Administrative Officer must have an ability to, and innovative strategies for, dealing with the key issues as identified by the citizens of Winnipeg, such as but not limited to, taxation, fairness, public safety, economic development, aboriginal issues and urban renewal.

3. The new Chief Administrative Officer should be credible with the Provincial and Federal levels of government.

Taking these key factors into account, the Executive Policy Committee unanimously concluded that Gail Stephens be recommended for appointment to the position of Chief Administrator Officer for the City of Winnipeg.

The Executive Policy Committee therefore recommends:

I. That Gail Stephens, currently the City Auditor, be appointed to the position of Chief Administrative Officer for the City of Winnipeg, on contract for five (5) years effective March 4, 1998 at a Senior Management Salary level of $140,000 per annum.

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

Moved by Her Worship Mayor Thompson,
Adoption of the clause.

The Speaker called Deputy Mayor Eadie to the Chair in order to participate in the debate, and after speaking, resumed the Chair.

The motion for the adoption of the clause was put and declared carried.

Councillor Lazarenko asked to be recorded as having voted against the clause, in accordance with Rule 50.7 of the Procedure By-law.