



Special Council Meeting
Thursday, November 23, 2023 –9:00 a.m.
Meeting to be held in Virtual Electronic Format,
and live streamed on the County of Frontenac's YouTube
Channel
https://youtube.com/live/_9muyn6THdA?feature=share

AGENDA

Page

Call to Order

Disclosure of Pecuniary Interest and General Nature Thereof

Items of Business

3 - 5

- a) **2023-127**
Selection of Interview Panel for the recruitment of the Chief Administrative Officer

Recommendation:

That the County of Frontenac County Council receive the Selection of Interview Panel (Selection Committee) for the recruitment of the Chief Administrative Officer Report;

And Further That County Council appoint Councillors [xx, xx, xx, and xx] to serve as the Selection Committee for the recruitment of the Chief Administrative Officer;

And Further That the Selection Committee be authorized to select a member of the Committee to serve as the point of contact with Palmer & Associates during the recruitment process;

And Further That Procedural By-law 2022-0026, as amended, be further amended to add a new Schedule B-6 – CAO Selection Committee, attached to this report as Appendix A;

And Further That the Selection Committee direct the Director of Human Resources to support the Committee logistics throughout the recruitment process.

By-Laws – General By-laws and Confirmatory By-law

- a) First and Second Reading

Resolved That leave be given the mover to introduce by-laws a) and b) that have been circulated to all Members of County Council and that by-laws a) and b) be read a first and second time.

- b) Third Reading

Resolved That by-laws a) and b) be read a third time, signed, sealed and finally passed.

By-Laws

6 - 7

To Amend By-law 2022-0026 to add a Chief Administrative Officer Selection Committee
[Proposed By-law No. 2023-051]

8 - 9

To confirm all actions and proceedings of County Council on November 23, 2023
[Proposed By-law No. 2023-052]

Adjournment



Report 2023-127

Open Recommend Report

To: Warden and Council of the County of Frontenac
From: Barb McCulloch, Director of Human Resources
Prepared by: Barb McCulloch, Director of Human Resources
Date of meeting: November 23, 2023

Re: Selection of Interview Panel for the recruitment of the Chief Administrative Officer

Recommendation

That the County of Frontenac County Council receive the Selection of Interview Panel (Selection Committee) for the recruitment of the Chief Administrative Officer Report;

And Further That County Council appoint Councillors [xx, xx, xx, and xx] to serve as the Selection Committee for the recruitment of the Chief Administrative Officer;

And Further That the Selection Committee be authorized to select a member of the Committee to serve as the point of contact with Palmer & Associates during the recruitment process;

And Further That Procedural By-law 2022-0026, as amended, be further amended to add a new Schedule B-6 – CAO Selection Committee, attached to this report as Appendix A;

And Further That the Selection Committee direct the Director of Human Resources to support the Committee logistics throughout the recruitment process.

Schedule B-6 – Advisory Committee to County Council

Committee Name: Chief Administrative Officer Selection Committee

Establishment of the Panel

The County of Frontenac Chief Administrative Officer Selection Committee shall be comprised of four (4) members as follows:

Terms of Reference/Mandate:

The Chief Administrative Officer Selection Committee is responsible for the recruitment of the Chief Administrative Officer.

The Chief Administrative Officer Selection Committee is responsible for working with Palmer & Associates to:

- Review and assist the consultants in understanding the County recruiting requirements, organizational structure, strategic direction, current challenges, desired skills and attributes;
- Discuss qualifications sought, necessary experience, leadership, fit, culture, history and future challenges;
- Preferred advertising strategies;
- Finalize desired hiring process, interview strategy and timelines;
- Participate in the interview process;
- Select the successful candidate (and this may involve full Council).

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Administration Committee:

Four (4) members of County Council:

-
-
-
-

BY-LAW NO. 2023-051

OF

The Corporation of the County of Frontenac

being a by-law to amend By-law No. 2022-0026 (to add the Chief Administrative Officer Selection Committee)

Whereas Section 238(2) of the *Municipal Act, 2001, S.O. 2001, c.25, as amended* (the Act) provides that Council shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

And Whereas By-law No. 2023-0026, being a bylaw to provide for governing the proceedings of the Council and its committees, the conduct of members and the calling of meetings (short titled Procedural By-law), was adopted by the Council of the Corporation of the County of Frontenac on July 20, 2022;

And Whereas By-law No. 2022-0026 sets out the County of Frontenac Advisory Committees to Council, including the appointments of its members;

And Whereas the Council of the Corporation of County of Frontenac deems it expedient to amend By-law No. 2022-0026;

Now Therefore Be It Resolved That the Council for The Corporation of the County of Frontenac hereby enacts as follows:

That Procedural By-law 2022-0026 be amended as follows:

1. **That** a Schedule B be amended to add a new Schedule B-6, Chief Administrative Officer Selection Committee, attached to this by-law as Appendix A;
2. **That** this amending by-law shall come into force and take effect on the date of final passing.

Read a First and Second Time this 23rd day of November, 2023.

Read a Third Time, Signed, Sealed and Finally Passed this 23rd day of November, 2023.

The Corporation of the County of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk

Appendix A

Schedule B-6 – Advisory Committee to County Council

Committee Name: Chief Administrative Officer Selection Committee

Establishment of the Panel

The County of Frontenac Chief Administrative Officer Selection Committee shall be comprised of four (4) members as follows:

Terms of Reference/Mandate:

The Chief Administrative Officer Selection Committee is responsible for the recruitment of the Chief Administrative Officer.

The Chief Administrative Officer Selection Committee is responsible for working with Palmer & Associates to:

- Review and assist the consultants in understanding the County recruiting requirements, organizational structure, strategic direction, current challenges, desired skills and attributes;
- Discuss qualifications sought, necessary experience, leadership, fit, culture, history and future challenges;
- Preferred advertising strategies;
- Finalize desired hiring process, interview strategy and timelines;
- Participate in the interview process;
- Select the successful candidate (and this may involve full Council).

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Administration Committee:

Four (4) members of County Council:

-
-
-
-

By-Law No. 2023-052

of

The Corporation of the County OF Frontenac

being a by-law to confirm all actions and proceedings of County Council on
November 23, 2023

Whereas Section 8 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other *Act*; and;

Whereas Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a lower-tier municipality and an upper-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction described in the Table to Subsection 2 subject to certain provisions, and;

Whereas Section 5 of the *Municipal Act, S.O. 2001, c. 25* and amendments thereto provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 shall be exercised by its council and by by-law unless the municipality is specifically authorized to do otherwise; and;

Whereas the Council of the County of Frontenac deems it expedient to confirm its actions and proceedings;

Now Therefore Be It Resolved That the Council of the Corporation of the County of Frontenac hereby enacts as follows:

1. **That** all actions and proceedings of the Council of the County of Frontenac taken at its special meeting held on November 23, 2023 be confirmed as actions for which the municipality has the capacity, rights, powers and privileges of a natural person.
2. **That** all actions and proceedings of the Council of the County of Frontenac taken at its special meeting held on November 23, 2023, be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto.
3. **That** all actions and proceedings of the Council of the Corporation of the County of Frontenac taken at its special meeting held on November 23, 2023 except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.

