

## **Appointment of Deputy City Manager, Corporate Services**

**Date:** December 6, 2023

**To:** City Council

**From:** City Manager

**Wards:** All

### **REASON FOR CONFIDENTIAL INFORMATION**

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This report deals with personal matters about an identifiable person.

### **SUMMARY**

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The purpose of this report is to recommend to City Council the appointment of a Deputy City Manager, Corporate Services.

### **RECOMMENDATIONS**

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The City Manager recommends that:

1. City Council appoint the candidate identified in the Confidential Attachment 1 to the position of Deputy City Manager, Corporate Services for the City of Toronto, with such appointment to be effective December 18, 2023, subject to written acceptance by the candidate of the terms and conditions of a contract of employment offered by the City, and rescind the rotating Interim Deputy City Manager, Corporate Services appointments effective the same date;
2. City Council authorize the City Manager to negotiate terms and conditions of employment with the candidate; and
3. City Council authorize the public release of the name and curriculum vitae summary of the Deputy City Manager, Corporate Services contained in Confidential Attachment 1 upon City Council's approval of the appointment.

## **FINANCIAL IMPACT**

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There are no financial implications resulting from the adoption of the recommendations in this report beyond what has already been included in the 2023 Council Approved Operating Budget for Corporate Services.

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the information as presented in the Financial Impact Section.

## **DECISION HISTORY**

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At its meeting on November 8 and 9, 2023 City Council appointed on a rotational basis David Jollimore and Patrick Matozzo as the Interim Deputy City Manager, Corporate Services position, subject to the appointment of a permanent Deputy City Manager or until March 24, 2024. City Council also directed the City Manager to include additional detail in reports when making recommendations for the appointment of senior City positions.

<https://secure.toronto.ca/council/agenda-item.do?item=2023.CC12.2>

## **COMMENTS**

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The Deputy City Manager, Corporate Services is accountable for providing leadership to the portfolios of Corporate Real Estate Management, Customer Experience, Environment and Climate, Fleet Services, Technology Services and Cyber Security. The Deputy City Manager, Corporate Services is responsible for ensuring that City programs and services within the service area are effectively coordinated to deliver high-quality customer service for the residents and businesses of Toronto, while implementing Council strategies, priorities and decisions in an effective manner.

Consistent with the established process, the City Manager retained the services of Knightsbridge, one of the City's approved vendors for conducting executive searches to assist in the recruitment of a Deputy City Manager, Corporate Services.

Working with the City, the recruitment firm defined the desired candidate qualifications and established minimum criteria to assess candidates for further consideration. After identifying the City's needs, the role was posted broadly across a number of websites and platforms including LinkedIn, LHH Knightsbridge, City of Toronto careers site, Municipal World, Pride at Work, The Innova Solution, Indigenous Professional Association and Black Business Professionals Association of Canada from August 9 - September 15. The posting identified the following key qualifications for success in the role:

- progressively more responsible and accountable senior executive leadership and multi-functional management experience ideally gained in large complex organizations;

- a proven track record of driving results demonstrating excellence in strategy through to execution; and
- demonstrated success leading transformation, modernization or strategy change of scope and scale.

In addition, during the process of proactively identifying and sourcing qualified candidates, the recruitment firm conducted a proprietary database review, original research (e.g., researching similar industries and roles to identify potential candidates), targeted candidate sourcing and follow-up per referrals/nominations. All candidates were evaluated against the pre-defined criteria to ensure alignment with the role. A long list of candidates was assessed further and presented to the City for consideration. Following this evaluation, shortlisted candidates then participated in in-depth interviews.

An interview panel consisting of Paul Johnson, City Manager; Will Johnston, Deputy City Manager, Infrastructure Services; Paul Raftis, Deputy City Manager, Community and Social Services; Jag Sharma, Deputy City Manager, Development and Growth Services; Wendy Walberg, City Solicitor; Kate Bassil, Chief of Staff; and Mary Madigan-Lee, Chief People Officer together with a search firm representative conducted the first-round interviews with six (6) candidates, of which, three (3) were internal and three (3) external. The candidates all met the criteria for the position and had a mix of private and public sector experience.

Second round interviews consisting of a short-list of three (3) candidates, of which two (2) were external and one (1) was internal, were conducted by a panel that included Mayor Chow, Councillor Ainslie, Councillor Perks, Michal Hay, Chief of Staff, Office of the Mayor, Paul Johnson, Mary Madigan-Lee, as well as a search firm representative. References for the candidate were conducted.

The selection process for the position of the Deputy City Manager, Corporate Services has been thorough, comprehensive, open, fair and objective.

A confidential summary of the curriculum vitae of the candidate is attached.

The City Manager will negotiate the terms and conditions of employment and the appointment of the candidate as Deputy City Manager, Corporate Services will come into effect on December 18, 2023, subject to written acceptance by the candidate of the terms and conditions of a contract of employment offered by the City.

## **CONTACT**

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## **SIGNATURE**

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Paul Johnson  
City Manager

## **ATTACHMENTS**

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Confidential Attachment 1 - Candidate's Curriculum Vitae Summary