



## **DELEGATION – APPOINTMENT OF CITY MANAGER AND GENERAL MANAGER, PLANNING, REAL ESTATE AND ECONOMIC DEVELOPMENT**

**Under Bill 3, the *Strong Mayors, Building Homes Act, 2022*, which amended the  
*Municipal Act, 2001***

I, Mark Sutcliffe, Mayor of the City of Ottawa, hereby delegate power to Ottawa City Council for the purposes of recruiting and hiring a City Manager and a General Manager of Planning, Real Estate and Economic Development, in accordance with the process outlined below, pursuant to paragraphs 1 and 2 of subsection 284.13(1) of the *Municipal Act, 2001*.

The hiring panel is to consist of Members of the Finance and Corporate Services Committee as selected by the Mayor, and the Mayor will also seek input from all other Members of Council on their expectations of the desired qualifications for the City Manager and General Manager;

The hiring panel will have the responsibility to:

- Approve the Terms of Reference for the hiring panel, a draft sample of which is attached to this delegation as Appendix A;
- Direct the Office of the City Clerk to provide the required administrative support to the recruitment process, including the identification and retention of an executive search firm to assist in the recruitment process;
- Evaluate the candidates for the City Manager and General Manager of Planning, Real Estate and Economic Development, respectively;
- Report back to Council with a recommended candidate for Council's approval for each of the new City Manager and the General Manager of Planning, Real Estate and Economic Development; and
- Finalize and execute contracts of employment for the new City Manager and General Manager of Planning, Real Estate and Economic Development, respectively.

The City of Ottawa's Statutory Officer Recruitment, Appointment and Contract Administration Policy and Procedures will apply to the recruitment and hiring process for the City Manager, with necessary modifications to reflect the process set out above. Provisions of the policy and procedures will also apply, with necessary modifications, to the recruitment and hiring process for the General Manager of Planning, Real Estate and Economic Development.

This delegation is to be effective on December 21, 2022.



Dated at Ottawa, this 21<sup>st</sup> day of December, 2022.

  
Signature of Mayor

Mark Sutcliffe

  
Signature of City Clerk  
Michele Roche Hefer  
M. Rick O'Connor



## **APPENDIX A**

### **Draft Hiring Panel Terms of Reference – City Manager and General Manager, Planning, Real Estate and Economic Development**

#### **Mandate**

The Hiring Panel for the City Manager and General Manager of Planning, Real Estate and Economic Development (“Hiring Panel”) is responsible for facilitating the recruitment process for these positions and recommending to City Council a preferred candidate for the City Manager and General Manager, Planning, Real Estate and Economic Development, in accordance with the Mayoral delegation made under Bill 3, the *Strong Mayors, Building Homes Act, 2022*, which amended the *Municipal Act, 2001*.

#### **Membership**

Membership of the Hiring Panel shall consist of Members of the Finance and Corporate Services Committee as selected by the Mayor. The Mayor will serve as the Chair of the Hiring Panel.

#### **General responsibilities**

The Hiring Panel shall:

1. Facilitate the recruitment and appointment process in accordance with the Mayoral delegation made under Bill 3, the *Strong Mayors, Building Homes Act, 2022*, which amended the *Municipal Act, 2001*.

#### **Specific responsibilities**

1. Establish timelines for the hiring process;
2. Review any list(s) of candidates prepared by the executive search firm and select those to be interviewed for the position;
3. Interview candidates, select a recommended candidate for Council's consideration, and make any other recommendations to Council with respect to matters such as terms and conditions that the Hiring Panel deems appropriate.

#### **Authority, decision-making and reporting relationship**

The Hiring Panel shall meet at the call of the Mayor in accordance with the notice provision of the *Procedure By-law*. The Hiring Panel is an ad-hoc committee of Council. Therefore, the Panel's meetings shall be held in accordance with Council's *Procedure By-law*, including public notice, agenda and minute provisions. It should be noted,



however, that the majority of some meetings are likely to be, by necessity and in accordance with standards in employment and administrative law, conducted in closed session under the relevant provisions of the *Municipal Act, 2001*.

Members of the Hiring Panel may be permitted to access related confidential information. The following City staff, or their respective designate, may be involved by the Hiring Panel in the recruitment process and may be permitted to access related confidential information, subject to provisions of the Statutory Officer Recruitment, Appointment and Contract Administration Policy and Procedures:

- Director, Human Resources and/or delegate(s) as set out in writing;
- City Clerk and/or delegate(s) as set out in writing;
- City Solicitor and/or delegate(s) as set out in writing; and
- Other staff as approved by the Hiring Panel.

As set out in the Statutory Officer Recruitment, Appointment and Contract Administration Policy, all City staff and Members of Council involved in the recruitment process are required to hold in strict confidence all confidential information concerning matters dealt with by the Hiring Panel. Each Member of the Hiring Panel will be required to sign a mandatory confidentiality agreement with respect to their involvement in the process. The confidentiality agreement must be signed at the outset of the process, before the participant receives any confidential information.

Recommendations of the Hiring Panel shall be forwarded to Council for consideration.