

Draft Hiring Panel Terms of Reference – City Manager

Mandate

The City Manager Hiring Panel (“Hiring Panel”) is responsible for facilitating the recruitment process for this position and recommending to City Council a preferred candidate for the City Manager, in accordance with the Mayoral delegation made effective on December 21, 2022, 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.