



## City Manager Hiring Panel

### Minutes

**Meeting #:** 1  
**Date:** February 3, 2023  
**Time:** 3 pm  
**Location:** Champlain Room, 110 Laurier Avenue West, and by electronic participation

**Present:** Chair: Mayor Mark Sutcliffe, Councillor Catherine Kitts, Councillor Shawn Menard, Councillor Tim Tierney

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1. Notices and meeting information for meeting participants and the public  
Notices and meeting information are attached to the agenda and minutes, including: availability of simultaneous interpretation and accessibility accommodations; in camera meeting procedures; information items not subject to discussion; personal information disclaimer for correspondents and public speakers; notices regarding minutes; and hybrid participation details.  
Accessible formats and communication supports are available, upon request.  
**This draft Minutes document contains a summary of the disposition of items and actions taken at the meeting. This document does not include all of the text that will be included in the final Minutes, such as the record of written and oral submissions. Recorded votes and dissents contained in this draft Minutes document are draft until the Minutes of the meeting are confirmed by the Committee. The final draft Minutes will be published with the agenda for the next regular Committee meeting and, once confirmed, will replace this document.**
2. Declarations of Interest  
No Declarations of Interest were filed.
3. Office of the City Clerk

3.1 Terms of Reference, External Search Firm, Overall Timeline and City Manager Job Description and Salary Range

File No. ACS2023-OCC-CCS-0013 - City-wide

The following staff were available to answer questions from the hiring panel:

- Kiel Anderson, Manager of Policy and Business Operations, Office of the City Clerk
- Liz Marland, Director of Human Resources, Finance and Corporate Services
- Meg Steele, Associate Director of Human Resources, Finance and Corporate Services

Following questions to staff, the hiring panel carried the report recommendations as amended by Motion No. CMHP 2023-01-01.

**Report recommendations**

**That the City Manager Hiring Panel:**

1. **Approve the City Manager Hiring Panel Terms of Reference, attached as Document 2;**
2. **Confirm the appointment of Odgers Berndtson to assist the Hiring Panel in undertaking an executive search for a new City Manager, as described in this report;**
3. **Establish the overall general timeline for the City Manager recruitment and appointment process, as described in this report; and**
4. **Receive the City Manager job description and salary range, as described in this report and attached as Document 3, for information.**

**Carried**

**Motion No. CMHP 2023-01-01**

Moved by S. Menard

**WHEREAS on December 21, 2022, the Mayor issued a statutory delegation that outlines the process for recruiting and hiring the new**

**City Manager, and provides that provisions of the City of Ottawa's Statutory Officer Recruitment, Appointment and Contract Administration Policy and Procedures (the "Policy and Procedures") will "apply to the recruitment and hiring process for the City Manager," with necessary modifications to reflect the process set out in the delegation; and**

**WHEREAS the Policy and Procedures provide that all participants in the recruitment and appointment process must adhere to strict confidentiality provisions, including a requirement for participants to sign "a mandatory confidentiality agreement with respect to their involvement in the process ... [which must be signed] at the outset of the process, before the participant receives any confidential information"; and**

**WHEREAS the Policy further provides that certain City staff, including "staff as approved by the Hiring Panel and/or City Council," may be involved by the Hiring Panel in the recruitment process and may be permitted to access related confidential information, subject to Policy provisions; and**

**WHEREAS the City Clerk canvassed all Members of the respective Hiring Panels to identify Members' staff who may have access to confidential information received through the City Manager recruitment process by way of employment-related duties, and staff names provided by Members are set out in Appendix A attached to this motion; and**

**WHEREAS the City Clerk also canvassed senior City staff who are permitted under the Policy to access recruitment-related confidential information (being the Director, Human Resources, the City Clerk and the City Solicitor) for members of their staff who may similarly have duty-related access to confidential information during the City Manager recruitment process, and staff names provided by the senior City staff are also set out in Appendix A; and**

**WHEREAS staffing changes may occur in the offices of Hiring Panel Members and senior City staff during the recruitment and appointment period, meaning that additional staff may be required to sign the mandatory confidentiality agreement and receive approval to access recruitment-related confidential information as a result of their employment duties;**

**THEREFORE BE IT RESOLVED THAT the City Manager Hiring Panel approve the City of Ottawa staff identified in Appendix A as staff who may be permitted to access confidential information related to the 2023 City Manager recruitment process, subject to provisions of the Statutory Officer Recruitment, Appointment and Contract Administration Policy and Procedures and those staff signing the related mandatory confidentiality agreement, as described in this motion; and**

**BE IT FURTHER RESOLVED that the City Clerk be delegated the authority to approve additional City staff, in writing, upon written notification of a relevant staffing change from a Hiring Panel Member or senior City staff member as described in this motion, and subject to those additional staff signing the related mandatory confidentiality agreement.**

**Carried**

4. Adjournment

Next Meeting

To be determined.

The meeting adjourned at 3:09 pm.

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Original signed by C. Salter  
MacDonald, Manager, Council and  
Committee Services

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Original signed by Mayor M.  
Sutcliffe, Chair