



General Manager, Planning, Real Estate and Economic Development Hiring Panel

Minutes

Meeting #: 1
Date: February 3, 2023
Time: 3:15 pm
Location: Champlain Room, 110 Laurier Avenue West, and by electronic participation

Present: Chair: Mayor Mark Sutcliffe, Councillor Glen Gower, Councillor Rawlson King

Absent: Councillor Laura Dudas

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 General Manager of Planning, Real Estate and Economic Development Job Description and Salary Range

File No. ACS2023-OCC-CCS-0014 - 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. GMPREDHP 2023-01-01.

Report recommendations

That the General Manager of Planning, Real Estate and Economic Development Hiring Panel:

- 1. Approve the General Manager of Planning, Real Estate and Economic Development 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 General Manager of Planning, Real Estate and Economic Development, as described in this report;**
- 3. Establish the overall general timeline for the General Manager of Planning, Real Estate and Economic Development recruitment and appointment process, as described in this report; and**
- 4. Receive the General Manager of Planning, Real Estate and Economic Development job description and salary range, as described in this report and attached as Document 3, for information.**

Motion No. GMPREDHP 2023-01-01

Moved by R. King

WHEREAS on December 21, 2022, the Mayor issued a statutory delegation that outlines the process for recruiting and hiring the new General Manager of Planning, Real Estate and Economic Development (General 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, with necessary modifications, to the recruitment and hiring process” for the General Manager; 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 General 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 General 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 General Manager of Planning, Real Estate and Economic Development 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 General Manager of Planning, Real Estate and Economic Development 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 3:18 pm.

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

Original signed by Mayor M.
Sutcliffe, Chair