

**City Council, Standing Committee and Commission
Conseil, comités permanents et commission**

☐ **Motion**

☐ **Notice of Motion / Avis de motion**

Committee / Commission: City Manager Hiring Panel

Comité / Commission : Comité d'embauche d'une directrice municipale ou d'un directeur municipal

Report / Agenda: Agenda 1

Rapport / Ordre du jour: Ordre du jour 1

Item / Article: Terms of Reference, External Search Firm, Overall Timeline and City Manager Job Description and Salary Range / Mandat, agence de recrutement externe, échéancier général, description de poste et échelle salariale, poste de directrice municipale ou de directeur municipal

Re: Addressing confidentiality matters

Moved by / Motion de:

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.

Appendix A

| Office | Staff Name |
|--------------------|--------------------------|
| Mayor Sutcliffe | Robyn Guest |
| Mayor Sutcliffe | Justine Ibrahim |
| Mayor Sutcliffe | DG Stringer |
| Mayor Sutcliffe | Lianne Gareau |
| Mayor Sutcliffe | Benjamin Poirier |
| Councillor Kitts | Heather Scott |
| Councillor Kitts | Katie Desormeaux |
| Councillor Kitts | Amanda Kristalovich |
| Councillor Menard | Miles Krauter |
| Councillor Tierney | Robyn Needelman |
| Councillor Tierney | Brook-Lynn Quinlan |
| Councillor Tierney | Lynn Leduc Bloess |
| City Clerk | Rick O'Connor |
| City Clerk | Kiel Anderson |
| City Clerk | Neco Cockburn |
| City Clerk | Melanie Blais |
| City Clerk | Caitlin Salter-MacDonald |

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|-----------------|-----------------------|
| City Clerk | Schad Bastien |
| Human Resources | Joanne Fuller |
| Human Resources | Kerry Hendrick |
| Human Resources | Lisa Hisko |
| Human Resources | Margaret-Marie Steele |
| Human Resources | Liz Marland |