

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

☐ **Motion**

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

Committee / Commission: General Manager of Planning, Real Estate and Economic Development Hiring Panel

Comité / Commission : Comité d'embauche d'une directrice générale ou d'un directeur général de la Planification, de l'Immobilier et du Développement économique

Report / Agenda: Agenda 1

Rapport / Ordre du jour: Ordre du jour 1

**Item / Article: Terms of Reference, External Search Firm, Overall Timeline and General Manager of Planning, Real Estate and Economic Development Job Description and Salary Range / Mandat, agence de recrutement externe, échancier général, description de poste et échelle salariale, poste de directeur général de la Planification, de l'Immobilier et du Développement économique**

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 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.**

**Appendix A**

<b>Office</b>	<b>Staff Name</b>
Mayor Sutcliffe	Robyn Guest
Mayor Sutcliffe	Justine Ibrahim
Mayor Sutcliffe	DG Stringer
Mayor Sutcliffe	Lianne Gareau
Mayor Sutcliffe	Benjamin Poirier
Councillor Dudas	Sean Callaghan
Councillor Dudas	Kiel Dixon
Councillor Dudas	Chelsey Wynne
Councillor King	Erin McCracken
Councillor King	Michelle Nash
Councillor King	Peter Douglas Petrie
City Clerk	Rick O'Connor
City Clerk	Kiel Anderson

City Clerk	Neco Cockburn
City Clerk	Caitlin Salter-MacDonald
City Clerk	Melanie Blais
City Clerk	Schad Bastien
Human Resources	Liz Marland
Human Resources	Joanne Fuller
Human Resources	Kerry Hendrick
Human Resources	Lisa Hisko
Human Resources	Margaret-Marie Steele