

EXTRACT OF DRAFT MINUTES 15
FINANCE AND ECONOMIC
DEVELOPMENT COMMITTEE
7 JULY 2020

EXTRAIT DE L'ÉBAUCHE DU
PROCÈS-VERBAL 15
COMITÉ DES FINANCES ET DU
DÉVELOPPEMENT ÉCONOMIQUE
LE 7 JUILLET 2020

**REVIEW OF RECRUITMENT AND HIRING PROCESSES FOR
COUNCILLORS' ASSISTANTS**

ACS2020-OCC-GEN-0022

CITY WIDE

**That the Finance and Economic Development Committee recommend
that City Council approve:**

- 1. The following improvements to the hiring and recruitment and related processes for Councillors' Assistants, as described in this report and specifically as follows:**
 - a. That staff develop a recruitment toolkit for Members of Council, including best practices, statutory and administrative responsibilities, job description templates and standardized interview questions, as described in this report;**
 - b. That staff develop mandatory hiring and recruitment training for incoming Members-elect as part of Council orientation, as described in this report;**
 - c. That staff implement mandatory individualized orientation sessions for Councillors' Assistants, as described in this report;**
 - d. That staff amend the employment contract for Councillors' Assistants, as described in this report;**
 - e. That staff implement voluntary exit interviews for**

Councillors' Assistants who voluntarily leave their position, to better inform the recruitment and hiring process, as described in this report;

- f. That staff establish a mandatory gender equity, diversity and harassment training session for all Members of Council and their staff, as described in this report;**
 - g. That staff provide ongoing training to Councillors' Assistants throughout a Term of Council, as described in this report; and**
 - h. That, as part of the 2018-2022 Mid-term Governance Review, staff be directed to bring forward for Council consideration a revised Councillor's Office Manual that reflects current policies and procedures, as described in this report; and**
- 2. That the City Clerk be directed to incorporate a review of Members' office-related matters, including employment matters, as part of each governance review, as described in this report.**

Rick O'Connor, City Clerk provided opening remarks noting that this review is a result of media allegations regarding members of Council that were reported in 2019. The proposed recommendations stem from a consultant firm that provided an independent review of the current practices and process.

Councillors Egli, Fleury, Kavanagh, Leiper, McKenney, Meehan and Menard were present for this portion of the meeting.

The Committee heard from two public delegations as follows:

- Erin Leigh, Executive Director, Ottawa Coalition to End Violence Against Women supports the report recommendations, however provided additional recommendations, as follows: (held on file with the City Clerk)
 - Provide information on where to get support
 - Develop a workplace sexual violence and harassment prevention campaign
 - Provide a post interview anonymous form to determine if there

was misconduct

- Circulate a workplace organizational culture survey bi or tri annually
 - Provide specialized support services for survivors of sexual violence
 - Create an anonymous reporting mechanism
 - Create an open-door policy
 - Develop a fund to compensate survivors
 - Advocate with the province to make changes to the Municipal Act to provide a range of corrective action
- As with Erin Leigh, Fiona Mitchell also spoke in support of the staff recommendations, and offered the following recommendations and/or amendments to existing recommendations: (comments are held on file with the City Clerk)
 - Recommendation 1a) – Councillor assistants should be consulted in the development of the toolkit.
 - Recommendation 1b) – Councillor assistants should be consulted in the development of the hiring and recruitment training.
 - Recommendation 1g) – include a mental health counsellor

In addition to Mr. O'Connor responding to questions, Nathalie Dunn and François Desrochers, Human Resources Consultants, Samson & Associates were also present and available for questions.

After discussion, the Committee CARRIED the report recommendations as presented.