

### 1. Authority

The Selection Committee for the Integrity Commissioner was established by Council on 2020 March 16 (Report C2020-0378).

### 2. Mandate

The purpose of the Selection Committee for the Integrity Commissioner is to select an Integrity Commissioner for The City of Calgary to assist Council in furthering the achievements of its objectives in regard to enhancing the openness, transparency and accountability of its decision making.

### 3. Advisory Responsibilities

Specific responsibilities of the Selection Committee for the Integrity Commissioner include:

- Review and evaluate external recruitment firms to develop a recruitment process for the Integrity Commissioner;
- Retain an external recruitment firm to execute the recruitment process, and establish selection criteria for the Integrity Commissioner position, including, but not limited to the following:
  - o Qualifications and competencies;
  - o Suitability; and
  - o Term length.
- Review and consider a short list of applications from the external firm's recruitment process;
- Create an interview list of applicants who meet the minimum established selection criteria;
- Interview applicants, and assess the results of the recruitment process; and
- Recommend to Council the appointment of the Integrity Commissioner.

### 4. Reports To

The Selection Committee for the Integrity Commissioner reports to Priorities and Finance Committee and Council.

### 5. Composition

The Selection Committee for the Integrity Commissioner is composed of five Members appointed by a resolution of Council, as follows:

- The Mayor;

- Three Councillors;
- City Solicitor and General Counsel.

### 6. Working Group

The Selection Committee for the Integrity Commissioner may establish working groups to undertake specific time-limited tasks as required. Membership of the working group may include members of Selection Committee for the Integrity Commissioner or other appointees as the Committee deems necessary. The Chair will serve in that position for any working groups formed.

### 7. Meeting Support

The City Clerk's Office will provide legislative support services to the Selection Committee for the Integrity Commissioner in accordance with Council Policy CP2016-03 titled "Governance and Appointments of Boards, Commissions and Committees" and Procedure Bylaw 35M2017.

The City Clerk and representatives from Human Resources will act as a resource to the Selection Committee for the Integrity Commissioner.

### 8. Term

Initial appointment and term of Councillors to Selection Committee for the Integrity Commissioner is made by Council resolution. Members are appointed for a term set to expire on the day of the appointment of an Integrity Commissioner.

### 9. Quorum

Quorum is established as greater than 50% of voting members, that is, three (3) voting members.

### 10. Chair and Vice-Chair

The Mayor will serve as the Chair. The Vice-Chair must be elected by the Selection Committee for the Integrity Commissioner at the first meeting.

### 11. Meetings

The initial meeting of Selection Committee for the Integrity Commissioner will be called by the Chair. Subsequent meetings will be called or cancelled at the call of the Chair. Notice of meetings must comply with the Municipal Government Act, Section 195 and 196(2). Meetings will occur in the Municipal Complex, with remote participation from Members, as required, in accordance with the practices established for meetings of Council and Committee.

Meetings are open to the public. However, the Selection Committee for the Integrity Commissioner, by majority vote, will decide when it is appropriate to meet in a Closed Meeting and shall give reasons for doing so in accordance with the *Freedom of Information and Protection of Privacy Act*. The confidentiality of Closed Meetings will comply with the applicable provisions of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.

## 12. Procedures

- a) Selection Committee for the Integrity Commissioner shall act in accordance with Council Policy CP2016-03 titled "Governance and Appointments of Boards, Commissions and Committees Policy".
- b) The Chair and Vice-Chair, in consultation with the City Clerk or designate, will establish the meeting agenda. The Committee must consider items referred to it by Council and may consider items referred to it by a Member of Council. Agenda distribution is limited to Members of the Selection Committee for the Integrity Commissioner.
- c) The Selection Committee for the Integrity Commissioner will ensure that there is purposeful dialogue between The City, established entities and key stakeholders to provide information to inform sound decision-making.
- d) *FOIP*: The confidentiality of Selection Committee for the Integrity Commissioner meetings and of records submitted to the Committee is governed by the applicable provisions of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.

## 13. Governance

Selection Committee for the Integrity Commissioner and the Committee Working Group Members and any attending Members of Council will act in accordance with the *Municipal Government Act*, Bylaw 26M2018 *Code of Conduct for Elected Officials* or Council Policy CC045, *Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees* as appropriate to position held and any other relevant Council Policies and in the best interest of The City taking into account the City as a whole, and without regard to the Member's personal interests. They will consider all issues consistently and fairly, and in the light of all relevant facts, opinions and analysis of which the Member should be reasonably aware. In addition, all Members will endeavor to incorporate the following Guiding Principles into the oversight and guidance they provide regarding the mandate delivery of Selection Committee for the Integrity Commissioner and the Committee Working Group Members:

- Accountability
- Citizen-centric



- Diversity
- Inclusion and authentic
- Neutrality
- Respect
- Responsive and committed
- Timeliness
- Transparency