

City Manager's Office Report to
Priorities and Finance Committee
2020 June 09

ISC: UNRESTRICTED
PFC2020-0665

Citizen-Led Selection Committee for the Integrity Commissioner

EXECUTIVE SUMMARY

This report responds to Council's direction to revise the proposed Terms of Reference for the Selection Committee for the Integrity Commissioner ("the Committee") to formulate a citizen-led committee structure.

ADMINISTRATION RECOMMENDATION:

Review By: Do not release Attachment 2.

1. That the Priorities and Finance Committee Recommend that Council:
 - a. Reconsider its motion of 2020 March 16, C2020-0378 which created a Section Committee for the Integrity Commissioner comprised of Members of Council;
 - b. Approve the Terms of Reference for the Citizen-Led Selection Committee for the Integrity Commissioner outlined in Attachment 1 contained in report PFC-2020-0665;
 - c. Direct that Attachment 2 of PFC2020-0665 remain confidential pursuant to Sections 17 (Disclosure harmful to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*, and not be released.
2. That the Priorities and Finance Committee:
 - a. Recommend three public members from the short-list contained in Attachment 2, for appointment by Council to the Citizen-led Selection Committee for the Integrity Commissioner;
 - b. Forward this report to the 2020 June 15 Combined Meeting of Council as an item of Urgent Business;

PREVIOUS COUNCIL DIRECTION / POLICY

At the 2020 March 16 Combined Meeting of Council, Council appointed Councillor Farrell, Councillor Farkas, Councillor Colley-Urquhart, Mayor Nenshi, and City Solicitor and General Counsel Jill Floen to a search committee for the Integrity Commissioner.

At the 2020 May 25 Combined Meeting of Council, the following resolution was adopted:

"Refer the Establishment of Terms of Reference for the Selection Committee for the Integrity Commissioner, C2020-0598, to Administration for further refinement to a citizen-led committee structure that is arms-length from Council, in line with the independent Ward Boundary Review and Council Compensation Review. Administration to report back as soon as possible."

BACKGROUND

As the term of the current Integrity Commissioner is coming to an end, Council has directed the creation of a citizen-led selection committee for the Integrity Commissioner, and to ensure there is no gap in the role.

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INVESTIGATION: ALTERNATIVES AND ANALYSIS

Given the urgency of this request, Administration has worked with partners and used both BCC and corporate recruitment best practices to develop a reasonable way forward with a 3-member committee and a process for the committee to make an informed and timely recommendation for Council.

Terms of Reference

The proposed Terms of Reference (Attachment 1) outline the specific expectations of the Committee. The Committee would review applicants compiled by the Executive Search Team through its recruitment strategy. The Committee would then select applicants, conduct interviews, and recommend an applicant to Council for approval, through Priorities and Finance Committee.

All meetings of the Committee would be considered public, guided by the requirements of the *Municipal Government Act*. However, the Committee could, by a majority vote, consider closing their meeting to the public subject to the *Freedom of Information and Protection of Privacy Act*.

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Public members to the Committee must be appointed by Council, and the Priorities and Finance Committee is expected to propose three applicants from those contained in Attachment 2 for Council's approval at the 2020 June 15 Combined meeting of Council. The names proposed must include one former member of Calgary City Council.

The City Clerk's Office has worked closely with the designated Human Resources team (Executive Search team) to assess the applications received by the Clerk's Office during the 2019 recruitment campaign for Boards, Commissions and Committees, for experience and key qualifications as outlined in the Terms of Reference. Applicants were then contacted and telephone pre-screen interviews were conducted. Attachment 2 contains the resulting a short-list off applicants.

The other option for recruitment was launching a dedicated campaign to solicit applications, which would take significantly more time, and was not considered, as time is a key factor.

Additionally, scoping the Terms of Reference to include a former Member of Council as one of the citizen members ensures that relevant experience and advice can be offered to the Committee when reviewing applications for the role of Integrity Commissioner.

Stakeholder Engagement, Research and Communication

The City Clerk's Office worked closely with Human Resources to review and assess the applications in an unbiased and fair manner.

Strategic Alignment

This report aligns with One Calgary's citizen priority: A Well-Run City (*One Calgary* 2019-2022).

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Social, Environmental, Economic (External)

The 2019 recruitment campaign considered gender equity and inclusion strategies which resulted in a diverse pool of applicants representing the variety of cultures present amongst Calgarians.

Financial Capacity

Current and Future Operating Budget:

There are no current and future operating budget impact.

Current and Future Capital Budget:

There are no current and future capital budget impact.

Risk Assessment

The proposed approach presents the fewest risks. Waiting until October for the Annual Organizational Meeting would create a gap in the presence of this Office.

There is a risk with conducting the recruitment of an Integrity Commissioner in the summer months, and an unknown impact of the Covid-19 pandemic. The Executive Search team will work with the Committee to monitor impacts on the recruitment environment.

REASON FOR RECOMMENDATIONS:

Adoption of the Terms of Reference for the citizen-led selection committee for the Integrity Commissioner, as well as proposing names of potential members for Council's approval, will meet Council's desire to move forward quickly to select an Integrity Commissioner.

ATTACHMENTS

1. Proposed Terms of Reference for the Citizen-Led Selection Committee for the Integrity Commissioner
2. Executive Search Team Candidate List (CONFIDENTIAL)