

Citizen-Led Selection Committee for the Integrity Commissioner

RECOMMENDATIONS:

The Citizen-Led Selection Committee recommends that Council:

1. Approve the appointment of the Integrity Commissioner as set out in Attachment 3;
2. Authorize the City Manager and City Solicitor & General Counsel to enter into and execute a retainer agreement with the appointed individual; and
3. Direct that all records associated with the recruitment process and the Closed Meeting discussion be kept confidential pursuant to Sections 16 (Disclosure harmful to business interests of a third party), 17 (Disclosure to personal privacy), 19 (Confidential evaluations), 24 (Advice from officials) and 27 (Privileged information) of the *Freedom of Information and Protection of Privacy Act* indefinitely, and keep this Report and Attachments confidential pursuant to those Sections until such time as all required agreements are signed and following the public announcement of the Integrity Commissioner appointment.

HIGHLIGHTS

- The Citizen-Led Selection Committee for the Integrity Commissioner (the “Committee”) has concluded its work and is prepared to recommend an individual for the position of Integrity Commissioner.
- The Integrity Commissioner supports the Ethical Conduct Policy for Members of Council which outlines the rules that assist them in carrying out their duties, powers and functions with impartiality and dignity.
- The Integrity Commissioner assists Council by conducting investigations into allegations of misconduct by Councillors in a fair, objective and independent way.
- In order to finalize the appointment process, a retainer agreement, substantially similar to the agreement entered into with the previous Integrity Commissioner will need to be entered into between The City and appointed individual.
- Background and Previous Council Direction is included as Attachment 1.
- Recruitment posting for the Integrity Commissioner is included as Attachment 2.

DISCUSSION

Following the vacancy created by the conclusion of the former Integrity Commissioner’s term, City Council was required to prepare for the recruitment of an individual to serve as City Council’s Integrity Commissioner. On May 25, 2020, City Council approved the Terms of Reference for the recruitment process and established the Citizen-led Selection Committee to follow the Terms of Reference and recommend an individual to Council for their appointment as the Integrity Commissioner.

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The posting for the Integrity Commissioner position (Attachment 2) was advertised nationally and was open over the summer. In addition to posting the opportunity on The City's website, the internal Human Resources team incorporated executive search techniques to proactively recruit applicants, including utilizing additional sourcing channels to augment the applicant pool, and engaged in targeted advertising through specific channels including LinkedIn, Indeed and the Canadian Bar Association.



To carry out the recruitment, the Committee created a Working Group comprised of all members and followed The City's standard recruitment and selection process. In excess of fifty applications were received, and after screening by the City Solicitor & General Counsel for legal conflicts and by Human Resources representatives based on the requirements and criteria contained in the posting (Attachment 2), a list of twelve shortlisted candidates were presented to the Working Group for formal review.

The Working Group discussed the list of candidates based on the requirements and criteria contained in the posting (Attachment 2), following which six candidates were selected for a telephone pre-screen interview. The telephone pre-screen was conducted by the Working Group, and supported by representatives from Human Resources and the City Solicitor & General Counsel. Upon completion of the pre-screening, the Working Group chose three candidates to formally interview.

The City Solicitor & General Counsel and representatives from Human Resources attended the formal interviews and provided the Working Group with support. An Interview Guide was created that established a set series of questions aimed at assessing desired attributes.

Immediately following each interview, the working group assessed and ranked the candidates answers to the questions.

Following the interviews, the Working Group came together again to assess the candidates based on the Employment Selection Factors form, which assesses The City's four key Employment Selection Factors (Education, Training, Experience and the Interview). At the end of this process, the Working Group concluded the proposed candidate was best suited for the role.

Three formal reference checks and a media check were completed for the proposed candidate, following which the Committee reconvened to confirm the final selection of the candidate for recommendation to Council for approval. Please find the biography in Attachment 3.

The City Manager and the City Solicitor & General Counsel will arrange to enter into an agreement similar in form and content to former Integrity Commissioner retainer agreements as soon as reasonably possible following the adoption of recommendations by Council.

STAKEHOLDER ENGAGEMENT AND COMMUNICATION (EXTERNAL)

- Public Engagement was undertaken
- Public Communication or Engagement was not required

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- Public/Stakeholders were informed
- Stakeholder dialogue/relations were undertaken

IMPLICATIONS

Social

Not applicable

Environmental

Not applicable

Economic not applicable

Service and Financial Implications

No anticipated financial impact

RISK

An Integrity Commissioner provides an important support to the Ethical Conduct Policy for Members of Council which in turn supports the public's trust and confidence in City Council. Without an Integrity Commissioner, allegations of misconduct will not be dealt in an independent and timely manner.

ATTACHMENT(S)

1. Previous Council Direction, Background - CONFIDENTIAL
2. Posting for the Integrity Commissioner Position - CONFIDENTIAL
3. Recommended Integrity Commissioner Biography - CONFIDENTIAL