



Citizen-Led Selection Committee for the Integrity Commissioner

Terms of Reference

C2021-1442
Attachment 1

1. Authority

The Citizen-Led Selection Committee for the Integrity Commissioner was established by Council on 2020 May 25.

2. Mandate

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

3. Advisory Responsibilities

Specific responsibilities of the Citizen-Led Selection Committee for the Integrity Commissioner include:

- Review and consider applications from the recruitment process;
- Create an interview list of applicants who meet the minimum established selection criteria based on qualifications and competencies, and candidate suitability;
- Interview applicants; and
- Recommend to Council the appointment of the selected candidate for Integrity Commissioner.

4. Reports To

The Citizen-Led Selection Committee for the Integrity Commissioner reports to Council through the Executive Committee.

5. Composition

The Citizen-Led Selection Committee for the Integrity Commissioner is composed of three citizen members appointed by a resolution of Council. One citizen member is to be a former Member of Calgary City Council.

6. Meeting Support

The following business units at The City will work with the Citizen-Led Selection Committee for the Integrity Commissioner, in an advisory capacity:

- The City Clerk's Office;
- Human Resources;



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- Law.

7. Term

The initial appointment of citizens to the Citizen-Led Selection Committee for the Integrity Commissioner is made by Council resolution, for a term set to expire on the day of the appointment of an Integrity Commissioner.

8. Quorum

Quorum is established as greater than 50% of voting members, that is, two (2) voting members.

9. Chair and Vice-Chair

The Citizen-Led Selection Committee for the Integrity Commissioner will elect a Chair and Vice-Chair at its first meeting.

10. Meetings

The initial meeting of the Citizen-Led Selection Committee for the Integrity Commissioner will be called by the City Clerk. Subsequent meetings will be called or cancelled at the call of the Chair. Notice of meetings must comply with the *Municipal Government Act*, Sections 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 Citizen-Led 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*.

11. Procedures

- a) The Citizen-Led Selection Committee for the Integrity Commissioner shall act in accordance with the *Municipal Government Act*, the *Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees*, the *Employment Policy*, and any other relevant Council Policies.
- b) The Chair in consultation with the City Clerk, or designate, will establish the meeting agenda.



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- c) The confidentiality 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*.

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