



THE CITY OF
CALGARY
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SELECTION COMMITTEE FOR THE INTEGRITY COMMISSIONER

TERMS OF REFERENCE

- Authority** The Selection Committee for the Integrity Commissioner was established by City Council on 2015 April 27 (Report VR2015-0043).
- 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. 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.
- Composition** The Selection Committee for the Integrity Commissioner is composed of 4 Members appointed by a resolution of Council, as follows:
- 3 Members of Council; and
 - 1 Citizen Member.



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Term	Members are appointed for a term set to expire on the day of the appointment of an Integrity Commissioner.
Quorum	3 Members
Chair	The Chair and Vice-Chair must be elected by the Selection Committee for the Integrity Commissioner at the first meeting.
Meetings	The Selection Committee for the Integrity Commissioner will meet as required. Meetings will be called or cancelled at the call of the Chair. Notice of Meetings will occur in accordance with The City of Calgary Procedure Bylaw 44M2006, as amended. A Notice of Meeting will be made available through the Electronic Legislative Management Solution (ELMS).
Agenda Distribution	Agenda distribution is limited to Members of the Selection Committee for the Integrity Commissioner.
Committee Resources	City Administration, as follows: <ul style="list-style-type: none">- City Solicitor;- City Clerk; and- Representative from Human Resources.
Reports to	Priorities and Finance Committee and Council