

# Corporate Policy and Procedure

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Policy	<b>Recruitment Procedures for Municipal Officers</b>
Category	Corporate
Authority	City Clerk's Office
Related Policies	Recruitment, Appointment and Contract Administration for Municipal Officers; Chief Administrative Officer Recruitment, Selection and Performance Sub-Committee Terms of Reference
Approved By	City Council
Effective Date	March 22, 2021
Revision Date	N/A

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## Policy Statement

The City of Guelph is committed to open and transparent practices for the recruitment of municipal officers that report directly to City Council.

## Purpose

These procedures are designed to guide the recruitment and hiring of the Integrity Commissioner and Chief Administrative Officer.

## Definitions

'Municipal officer' means officers appointed under the Municipal Act, who report directly to City Council, including the Chief Administrative Officer and Integrity Commissioner.

## Recruitment and Hiring Procedures

### Chief Administrative Officer

1. The Chief Administrative Officer (CAO) recruitment shall be undertaken as follows:
  - a. The CAO Recruitment, Selection and Performance Sub-committee (the CAO Sub-committee) may be asked by the Mayor for input into the desired qualifications and job description of the Chief Administrative Officer (CAO).
  - b. The CAO Sub-committee may engage an external search firm or direct Human Resources staff to assist in the recruitment of the CAO.

- c. The CAO Sub-committee, as well as a representative of an external search firm or Human Resources staff, shall form the interview panel for CAO recruitment.
- d. The CAO Sub-committee shall report to City Council, through a confidential resolution, with a recommended CAO candidate for City Council's approval.
- e. City Council may meet to discuss the CAO Sub-committee's recommended candidate in a closed session, however, an open resolution of City Council is required to appoint the CAO.

### **Integrity Commissioner**

- 2. The Integrity Commissioner Recruitment shall be undertaken as follows:
  - a. The CAO, having been granted delegated authority by City Council, will undertake the recruitment of an Integrity Commissioner whenever a vacancy in the position arises.
  - b. The CAO will conduct the recruitment of an Integrity Commissioner through a request for proposal which includes an interview component.
  - c. The CAO and City Clerk shall form the interview panel for Integrity Commissioner recruitment.
  - d. Following the recruitment and appointment of the Integrity Commissioner by the CAO, a formal appointment by-law will be brought forward for City Council approval.
  - e. The CAO shall report on the exercise of their delegated authority via an information report as soon as possible after an agreement with a successful candidate has been finalized.