

Corporate Policy and Procedure



Policy	Recruitment Procedures for Municipal Officers
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

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.