

# Corporate Policy and Procedure



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| Policy           | <b>Recruitment, Appointment and Contract Administration Policy for Municipal Officers</b><br><b><u>Reporting Directly to the Mayor or City Council</u></b> |
| Category         | Corporate  |
| Authority        | City Clerk's Office  |
| Related Policies | Code of Conduct for City Council and Local Boards<br>Hiring and Employment of Relatives Policy<br>Conflict of Interest in Hiring Policy                    |
| Approved By      | City Council   |
| Effective Date   | March 22, 2021   |
| Revision Date    | June 27, 2023  |

## Policy Statement

The City of Guelph is committed to open and transparent practices for recruiting, appointing and administering the contracts of municipal officers that report directly to the Mayor or City Council (municipal officers). All employment related matters regarding municipal officers will be undertaken in accordance with the Code of Conduct for City Council and Local Boards, Hiring and Employment of Relatives Policy, Conflict of Interest in Hiring Policy, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Municipal Conflict of Interest Act.

## Purpose

This policy is designed to ensure that qualified individuals are appointed in a fair and equitable manner to roles as municipal officers who report directly to the Mayor or City Council.

## Definitions

'Interview panel' means the individuals appointed, in accordance with this policy and any other relevant procedures or policies, to interview candidates for the position of Chief Administrative Officer or Integrity Commissioner.

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

## Policy Requirements

There shall be no acts of favouritism, bias, undue influence or discrimination in the municipal officer recruitment process. Individuals participating in the recruitment and appointment process shall not attempt to influence the hiring of any applicant in a manner that is inconsistent with this policy. Participants shall not engage in any behaviour that provides an unfair advantage to a candidate during the municipal officer recruitment process. This includes assisting any candidate by providing inside information including, but not limited to, interview questions and suggested answers, presentation materials, information about other candidates, and/or any information gathered in meetings, conversations, email or any other form of communication or discussion.

All City staff and members of City Council involved in the recruitment and appointment process are required to hold in strict confidence all confidential information concerning matters dealt with by City Council and/or the interview panel. All City staff and members of City Council are subject to MFIPPA and members of City Council are also subject to the confidentiality clause in section six of the Code of Conduct for Council and Local Boards.

The following City staff, or their designates, may be involved in the recruitment, appointment and administration of contracts for municipal officers:

- Chief Administrative Officer
- Deputy Chief Administrative Officer, Corporate Services
- General Manager, City Clerk's Office/City Clerk
- General Manager, Legal, Realty and Court Services/City Solicitor
- General Manager, Human Resources
- Other staff or contracted individuals as approved by the interview panel or City Council

Any member of City staff who is a candidate for appointment into the role of a municipal officer is not permitted to participate in or influence the recruitment or appointment process.

## Responsibilities

### City Council

- Approve the appointment of municipal officers and related contracts as noted in this policy, [pursuant to the Municipal Act and any relevant Mayoral Decisions](#).
- Oversee and ensure that this policy is applied to and fulfilled with regards to the recruitment, appointment and administration of contracts for municipal officers.

### Mayor

- Serve as the Chair for the Chief Administrative Officer Recruitment, Selection and Performance Sub-committee.
- Oversee and ensure that this policy is adhered to and fulfilled with regards to the recruitment, appointment and administration of contracts for municipal officers.

- Approve the appointment of municipal officers and related contracts as noted in this policy, pursuant to the Municipal Act and any relevant Mayoral Decisions.

### **Interview Panel Members**

- Ensure compliance with this policy and any related policies or procedures regarding the recruitment, appointment and administration of contracts for municipal officers.

### **City Staff**

- Assist City Council, the Mayor and the interview panel in the recruitment, appointment and administration of contracts for municipal officers in accordance with this policy and any related policies or procedures.

### **External Search Firms/Contracted Individuals**

- Assist City Council, the Mayor and the interview panel in the recruitment, appointment and administration of contracts for municipal officers in accordance with this policy and any related policies or procedures on an as needed basis.

### **Policy Monitoring**

The General Manager, City Clerk's Office/City Clerk will review and monitor this policy as it relates to the hiring of the Chief Administrative Officer and Integrity Commissioner. The City Solicitor shall review and monitor this policy as it relates to contract administration for the Chief Administrative Officer and Integrity Commissioner.

Failure to comply with this policy on the part of a City staff member may result in discipline up to and including dismissal.

Any complaints related to members of City Council and this policy shall be made to the Integrity Commissioner.