



Number: 2023-11

Delegation – Appointment of City Manager and General Manager, Planning, Real Estate and Economic Development

Under Bill 3, the *Strong Mayors, Building Homes Act, 2022*, which amended the *Municipal Act, 2001*,

I, **Mark Sutcliffe**, Mayor of the City of Ottawa, hereby delegate power to Ottawa City Council for the purposes of recruiting and hiring a City Manager and a General Manager of Planning, Real Estate and Economic Development, in accordance with the process outlined below, pursuant to paragraphs 1 and 2 of subsection 284.13(1) of the *Municipal Act, 2001*:

City Manager

The City Manager Hiring Panel is to consist of the Mayor and Members of the Finance and Corporate Services Committee as selected by the Mayor (Councillor Catherine Kitts, Councillor Shawn Menard, and Councillor Tim Tierney). The Mayor will also seek input from all other Members of Council on their expectations of the desired qualifications for the City Manager.

The hiring panel will have the responsibility to:

- Approve the Terms of Reference for the hiring panel;
- Direct the Office of the City Clerk to provide the required administrative support to the recruitment process, including the identification and retention of an executive search firm to assist in the recruitment process;
- Evaluate the candidates for the City Manager;
- Report back to Council with a recommended candidate for Council's approval; and
- Recommend the terms of an employment contract with the approved candidate for execution by the Mayor.

The City of Ottawa's Statutory Officer Recruitment, Appointment and Contract Administration Policy and Procedures will apply to the recruitment and hiring process, with necessary modifications to reflect the process set out above.

General Manager of Planning, Real Estate and Economic Development

The General Manager of Planning, Real Estate and Economic Development Hiring Panel is to consist of the Mayor or, in the Mayor's absence, the Mayor's designate as selected by the Mayor (Robyn Guest, Mayor's Chief of Staff); and Members of the Finance and Corporate Services Committee as selected by the Mayor (Councillor Laura Dudas, Councillor Glen Gower, and Councillor Rawlson King). The Mayor will also seek input from all other Members of Council on their expectations of the desired qualifications for the General Manager.

The hiring panel will have the responsibility to:

- Approve the Terms of Reference for the hiring panel;
- Direct the Office of the City Clerk to provide the required administrative support to the recruitment process, including the identification and retention of an executive search firm to assist in the recruitment process;
- Evaluate the candidates for the General Manager of Planning, Real Estate and Economic Development;
- Report back to Council with a recommended candidate for Council's approval; and
- Recommend the terms of an employment contract with the approved candidate for execution by the Mayor.

Provisions of the City of Ottawa's Statutory Officer Recruitment, Appointment and Contract Administration Policy and Procedures will apply, with necessary modifications, to the recruitment and hiring process.

This delegation is to be effective on April 21, 2023. This delegation revokes and replaces Mayoral delegation No. 2022-05 of December 21, 2022, and provides for the continuation of the recruitment and appointment processes that began under same.

Dated at Ottawa, this 21st day of April 2023.

*Original signed by
Mark Sutcliffe*

Signature of Mayor
Mark Sutcliffe