

**City Council, Standing Committee and Commission
Conseil, comités permanents et commission**

Motion

Notice of Motion / Avis de

Committee / Commission:

Council / Conseil

Report / Agenda: City Council Agenda 19 – August 23, 2023

Item / Article: 14.1 – City Manager Hiring Panel

Re: The New City Manager for the City of Ottawa

Moved by / Motion de: **Councillor C. Kitts**

Seconded by / Appuyée par: **Councillor T. Tierney**

WHEREAS on December 21, 2022, in accordance with statutory provisions under the *Municipal Act, 2001* as amended by Bill 3, the *Strong Mayors, Building Homes Act, 2022*, the Mayor delegated power to Ottawa City Council for the purposes of recruiting and hiring a City Manager, pursuant to the process set out in Mayoral decision No. 2022-05 (which was later revoked and replaced by Mayoral decision No. 2023-11, dated April 21, 2023); and

WHEREAS the recruitment and hiring process set out in Mayoral decision No. 2023-11 includes as follows:

- **the establishment of the City Manager Hiring Panel that has various responsibilities, including to “Evaluate the candidates for the City Manager,” to “Report back to Council with a recommended candidate for Council’s approval,” and to “Recommend the terms of an employment contract with the approved candidate for execution by the Mayor”; and**
- **that the City of Ottawa’s Statutory Officer Recruitment, Appointment and Contract Administration Policy and Procedures applies to the recruitment and hiring process, with necessary modifications to reflect the process set out in the Mayoral decision; and**

WHEREAS the Statutory Officer Recruitment, Appointment and Contract Administration Procedures state with respect to the appointment of a City Manager that, “Any appointment approved by Council shall be made by public resolution, specifying the terms and conditions of such appointment ...”; and

WHEREAS over the course of its meetings on May 12, May 19, June 28, August 15 and August 22, 2023, the City Manager Hiring Panel reviewed a candidate long list consisting of 10 candidates, interviewed six candidates and shortlisted three candidates for further assessment; and

THEREFORE BE IT RESOLVED that in accordance with the City Manager recruitment and hiring process set out in Mayoral decision No. 2023-11, and based on the recommendation from the City Manager Hiring Panel, City Council appoint Wendy Stephanson to be the new City Manager for the City of Ottawa; and

BE IT FURTHER RESOLVED that City Council request the Mayor, in consultation with the City Solicitor and the Director of Human Resources, execute an employment contract with the approved candidate based on the following terms, as recommended by the City Manager Hiring Panel:

- A five-year year term beginning on September 1, 2023, and expiring on August 31, 2028;
- A salary within the City Manager pay band that has a maximum of \$392,655.90 (2022 rates), to be adjusted in accordance with any economic increases provided to the Management and Professional Exempt (MPE) group, with annual adjustments done in accordance with the Statutory Officer Recruitment, Appointment and Contract Administration Policy and Procedures; and
- Pension, insured benefits and other benefits/perquisites in keeping with those provided to executive-level members of the MPE Group; and

BE IT FURTHER RESOLVED that Council request the Mayor advise Council of the execution of the employment contract by way of a memorandum.