
MEMORANDUM

CSC-C 4-2020

**Subject: Update on Recommendations from Report CAO 17-2019 –
Recommendations from the Ontario Ombudsman Report “Inside Job” November
2019**

Date: February 12, 2020

To: Corporate Services Committee

**From: Franco Meffe, Director, Human Resources, and Ann-Marie Norio, Regional
Clerk**

At its special meeting held on December 5, 2019, Regional Council approved the recommendations from Report CAO 17-2019 respecting Recommendations from the Ontario Ombudsman Report “Inside Job” November 2019. Some of those recommendations directed staff to provide information at the Corporate Services Committee meeting being held on February 12, 2020.

This memo provides an update on those items for Committee’s information.

Recommendation 2:

*That staff **BE DIRECTED** to prepare a policy respecting employee code of conduct or ethics that includes for the protection of confidential information, pursuant to Recommendation 1 of the Ombudsman’s Report for the Corporate Services Committee meeting being held on February 12, 2020.*

Staff are undertaking revisions to the current Code of Ethics/Conflict of Interest Policy. At its meeting held on December 12, 2019, Regional Council approved a motion directing staff to prepare a Whistleblower Policy to be considered by the Corporate Services Committee. Given that these two policies will closely align, they will both be brought forward for consideration at the Corporate Services Committee meeting being held on March 11, 2020. As part of its review, staff have reached out to other municipalities to obtain best practices concerning both policies.

Recommendation 3:

*That staff **BE DIRECTED** to include clauses in all employment contracts respecting the protection of confidential information pursuant to Recommendation 2 of the Ombudsman’s Report and provide an update at the Corporate Services Committee meeting being held on February 12, 2020.*

Staff are undertaking work to include clauses in all employment contracts respecting the protection of confidential information, including seeking advice of external legal counsel concerning the inclusion of such wording in all union and non-union contracts of employment.

Recommendation 4:

*That staff **BE DIRECTED** to ensure specific confidentiality agreements are signed at the start of a hiring process by all officials and staff with access to confidential hiring process information pursuant to Recommendation 3 of the Ombudsman's Report and provide an update at the Corporate Services Committee meeting being held on February 12, 2020.*

At its special meeting held on January 23, 2020, Council considered Report HR 01-2020 – Chief Administrative Officer (CAO) Recruitment, Selection, Offer of Employment and Performance Management Policy and Procedures. Council subsequently referred the report to the Corporate Services Committee meeting being held on February 12, 2020 to allow staff to provide additional options. This report addresses the confidentiality agreements with respect to a CAO hiring process. Staff are currently investigating options to ensure compliance with this Ombudsman Recommendation.

Recommendation 6:

*That staff **BE DIRECTED** to review and update the Employment and Staffing Policy (C-HR-010) to ensure it contains provisions to clarify that employees should not engage in any behaviour that provides an unfair advantage to a candidate during a hiring process including assisting candidates by providing inside information such as interview questions and suggested answers pursuant to Recommendation 6 of the Ombudsman's Report for the Corporate Services Committee meeting being held on February 12, 2020.*

Staff are currently reviewing the Employment and Staffing Policy to include provisions related to employees engaging in behaviour that provides an unfair advantage to a candidate during a hiring process. As part of its review, staff have reached out to other municipalities to obtain best practices. An updated policy will be provided to the Corporate Services Committee at its meeting being held on March 11, 2020.

Respectfully submitted and signed by

Franco Meffe
Director, Human Resources

Ann-Marie Norio
Regional Clerk