



## Appointment of City Clerk

Date: March 30, 2021

To: City Council

From: City Manager

Wards: All Wards

### SUMMARY

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City Council, at its October 2020 meeting, approved the appointment of an Interim City Clerk, pending the completion of a recruitment process to appoint a permanent City Clerk. This report recommends the appointment of John D. Elvidge to the permanent position of City Clerk.

### RECOMMENDATIONS

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The City Manager recommends that:

1. John D. Elvidge be appointed to the position of City Clerk, for the City of Toronto for the purposes of section 137 of the *City of Toronto Act*, with such appointment to be effective April 9, 2021, subject to and following written acceptance by John D. Elvidge of the terms and conditions of a contract of employment offered by the City.
2. City Council authorize the City Manager to negotiate terms and conditions of employment with John D. Elvidge.
3. City Council authorize the City Solicitor to introduce the necessary by-laws to give effect to the recommendation in this report.

### FINANCIAL IMPACT

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There are no financial impacts beyond what has already been approved in the current year's budget.

### DECISION HISTORY

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In October 2020, City Council adopted a recommendation to appoint an Interim City Clerk pending the completion of a recruitment process to fill the position permanently. An executive search firm was retained to assist with the recruitment for a new City Solicitor, and an interim City Solicitor was appointed by Council.

## **COMMENTS**

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Consistent with the established process, the City Manager retained the services of Odgers Berndston, one of the City's approved vendors for conducting executive search, to assist in the recruitment of a City Clerk.

An interview panel consisting of the City Manager, Deputy City Manager, Corporate Services and the Chief People Officer together with search firm representatives conducted the first round of interviews of 6 candidates including 2 internal candidates and 4 external candidates. Second round interviews of a short list of two (2) candidates were conducted by a panel that included Councillor Carroll, Councillor Nunziata, Edward Birnbaum of the Mayor's Office, the City Manager and the Chief People Officer and search firm representatives.

The selection process for the position of City Clerk has been thorough and comprehensive, open, fair and objective.

A summary of the curriculum vitae of John D. Elvidge is attached.

## **CONTACT**

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Omo Akintan, Chief People Officer, 416-392-8703, [Omo.Akintan@toronto.ca](mailto:Omo.Akintan@toronto.ca)

## **SIGNATURE**

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Chris Murray  
City Manager

## **ATTACHMENTS**

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Attachment 1 - Curriculum Vitae Summary