

**Appendix B**  
***The Committee Bylaw, Bylaw No. 2009-40***  
**Table 2 Executive Committee**  
**Proposed Human Resources Sub-Committee**

**OVERVIEW**

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Appendix B provides the proposed text in Table 2, Executive Committee that establishes a Human Resources Sub-Committee to manage employment matters related to the City Manager, the City Clerk and the City Solicitor.

**PROPOSED TEXT**

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**Human Resources Sub-Committee**

- 4(1) The Executive Committee shall be supported by a Human Resources Sub-Committee that is established to consider and make recommendations to City Council relating to the appointment, performance evaluation and succession of the City Manager, including:
- (a) Directing the search, recruitment and selection process for the City Manager and making a recommendation to Council for approval.
  - (b) Overseeing the development of an annual performance review process.
  - (c) Conducting the City Manager's annual performance review including the establishment of annual goals, objectives, performance measures and succession plans.
  - (d) Making recommendations to Council respecting the terms and conditions of the City Manager's employment contract.
- 4(2) The Human Resources Sub-Committee is also mandated to work with the City Manager to:

(a) Make recommendations to Council for the recruitment, appointment, suspension or dismissal of the City Clerk or the City Solicitor.

(b) To conduct the annual performance review of the City Clerk and the City Solicitor, including a review of their respective goals, objectives, performance measures and succession plans.

4(3) The Human Resources Sub-Committee shall:

(a) Consist of the Mayor and three members of the Executive Committee appointed annually by Council.

(b) Annually evaluate and report to the Executive Committee on the performance of the City Manager, the City Clerk and the City Solicitor.