

## Human Resources Sub-Committee

<b>Date</b>	March 3, 2021
<b>To</b>	Executive Committee
<b>From</b>	Citizen Experience, Innovation & Performance
<b>Service Area</b>	Office of the City Clerk
<b>Item No.</b>	E21-12

### RECOMMENDATION

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The Executive Committee recommends that City Council:

1. Approve amendments to *The Committee Bylaw, Bylaw No. 2009-40* outlined in Appendix B.
2. Appoint the following members of City Council to the Human Resources Sub-Committee as outlined in Appendix B:
  - Councillor Bob Hawkins
  - Councillor John Findura
  - Councillor Terina Shaw
3. Direct the City Solicitor to prepare the necessary bylaw to amend *The Committee Bylaw, Bylaw No. 2009-40* as outlined in Appendix B.
4. Approve these recommendations at its meeting on March 10, 2021.

### ISSUE

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With the election of a new Mayor and Council, there is an opportunity to modernize the scope of the Sub-Committee established to oversee employment matters related to the City Manager, as well as the City Clerk and the City Solicitor.

## **IMPACTS**

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Under *The Cities Act*, the City Manager, the City Clerk and the City Solicitor are the only employees of Council. Section 84 establishes the City Manager as the “administrative head of the City” with all other Administrative staff reporting to the City Manager. This role is defined in *The City Manager’s Bylaw, Bylaw No. 2003-70*.

*The Committee Bylaw, Bylaw No. 2009-40* establishes the governance structure to ensure human resource best practices are in place as they relate to oversight of the employment relationship between Council, the City Manager, the City Clerk and the City Solicitor.

## **OTHER OPTIONS**

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An alternative option is to not amend *The Committee Bylaw, Bylaw No. 2009-40*. Current best practice suggests the scope of governance be expanded to include the appointment, performance evaluation and succession of the City Manager, the City Clerk and the City Solicitor.

## **COMMUNICATIONS**

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The recommendations have been discussed with the City Manager, the City Clerk and the City Solicitor.

## **DISCUSSION**

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The renewal of the scope is a demonstration of good governance and best practice in human resources management.

The City Manager serves as the link between Council and Administration. A structured goal setting and evaluation process is a means of ensuring alignment of goals, objectives and priorities between the City Manager and City Council, it demonstrates accountability to citizens, employees and other stakeholders, and equally importantly it enhances the relationship between the City Manager, the Mayor and Councillors.

Succession management is a proactive, deliberate and structured approach to address future continuity of leadership, services and programs. It is best practice to pro-actively address risks associated with an aging workforce, competitive labour market and growing demands in our community.

The amendments outlined in Appendix B, to *The Committee Bylaw, Bylaw 2009-40* are based on best practices in both human resources management and governance.

**DECISION HISTORY**

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The recommendations contained in the report require City Council approval.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Sandra Masters', written in a cursive style.

Sandra Masters,  
Mayor

Prepared by: Louise Folk, Executive Director