



## **Terms of Reference Personnel Subcommittee**

### **Mandate**

The mandate of the Personnel Subcommittee, in accordance with the requirements of *The Cities Act*, Bylaw No. 9170, *The Procedures and Committees Bylaw, 2014* and Bylaw No. 8174, *The City Administration Bylaw, 2003*, is the following:

1. With respect to the City Manager:
  - create/modify the job description for the position as required and make recommendations to the Governance and Priorities Committee for approval;
  - develop a recruitment strategy for any vacancy for recommendation to the Governance and Priorities Committee for approval;
  - negotiate salary and other terms of employment and make recommendations through the Governance and Priorities Committee for approval by City Council;
  - develop a performance review plan and make recommendations to the Governance and Priorities Committee for approval;
  - perform an annual performance review and report the results of same to the Governance and Priorities Committee; and
  - provide a forum for discussion of employment issues.
  
2. With respect to the City Clerk:
  - create/modify the job description for the position as required and make recommendations to the Governance and Priorities Committee for approval;
  - develop a recruitment strategy for any vacancy for recommendation to the Governance and Priorities Committee for approval;
  - negotiate salary and other terms of employment and make recommendations through the Governance and Priorities Committee for approval. Any salary adjustments for the City Clerk are to be approved by City Council as part of the budget approval process;
  - develop a performance review plan and make recommendations to the Governance and Priorities Committee for approval;
  - perform an annual performance review and report the results of same to the Governance and Priorities Committee; and
  - provide a forum for discussion of employment issues.

### **Establishment**

City Council established the Personnel Subcommittee to be a standing committee of Council by resolution at its Regular Business Meeting of March 27, 2017.

**Composition**

The Mayor  
3 City Councillors

**Appointment and Term**

City Council shall make appointments to the Personnel Subcommittee annually.

**Reporting**

The Personnel Subcommittee shall report to City Council through the Governance and Priorities Committee.

**Meetings**

The Personnel Subcommittee will meet as required to carry out its mandate.

**Meeting Support**

The City Clerk will provide meeting support services for the Personnel Subcommittee when it is dealing with matters pertaining to the City Manager.

The City Solicitor will provide meeting support services for the Personnel Subcommittee when it is dealing with matters pertaining to the City Clerk.

**Additional Support**

The City Manager may, from time to time and as requested by the Personnel Subcommittee, provide members of the Administration to support and provide expert advice to the Personnel Subcommittee.

The City Solicitor and the City Clerk may, from time to time and as requested by the Personnel Subcommittee, provide expert advice and support to the Personnel Subcommittee.

**Resource Documents**

*The Cities Act*

*Bylaw No. 8174, The City Administration Bylaw, 2003*

*Bylaw No. 9170, The Procedures and Committees Bylaw, 2014*