

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;
 - develop a strategy/plan for the investigation of respectful workplace and harassment complaints filed against the City Manager for recommendation to the Governance and Priorities Committee for approval;
 - administer the respectful workplace and harassment complaints process and act as liaison with the Governance and Priorities Committee throughout the process;
 - 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;
 - develop a strategy/plan for the investigation of respectful workplace and harassment complaints filed against the City Clerk for recommendation to the Governance and Priorities Committee for approval;
 - administer the respectful workplace and harassment complaints process and act as liaison with the Governance and Priorities Committee throughout the process;

- 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 to the Personnel Subcommittee when it is dealing with matters pertaining to the City Manager.

The City Solicitor will provide meeting support services to 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*](#)

**2024 MEMBERSHIP
PERSONNEL SUBCOMMITTEE**

<u>Year of Appointment</u>	<u>Name</u>	<u>Status of Appointment</u>
2019	Mayor C. Clark	Appointed to December 2024
2019	Councillor R. Donauer	Appointed to December 2024
2019	Councillor B. Dubois	Appointed to December 2024
2020	Councillor T. Davies	Appointed to December 2024