



**REPORT NO. 1 OF THE  
HUMAN RESOURCES TASK FORCE  
FOR CONSIDERATION BY THE FINANCE, ADMINISTRATION AND AUDIT COMMITTEE  
ON DECEMBER 4, 2017**

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**Economic Impact**

There is no economic impact associated with this report.

**Communications Plan**

Agendas and Minutes of the Task Force meetings are posted on the City's website.

**Purpose**

The purpose of this report is to assist the Human Resources Task Force in its efforts to fulfil its mandate as described in the terms of reference that was recently approved by Council.

**Background - Analysis and Options**

At the October 24, 2017 Council meeting, Council approved the Human Resources Task Force terms of reference as presented by the City Clerk in consultation with the Chief Human Resources Officer. (Attachment 1)

In an effort to support the Human Resources Task Force fulfilling its mandate the following two documents are presented for discussion and consideration at the first meeting being held on Tuesday November 7, 2017.

**1. CAO Performance Evaluation Toolkit (Attachment 2)**

The Canadian Association of Municipal Administrators (CAMA) has introduced a three-step CAO Performance Evaluation Toolkit to benefit municipalities across the country.

Developed and piloted over a two-year period, the toolkit aims to enhance the CAO / Council relationship and help local elected officials achieve their strategic goals and objectives. It is available for free to member and non-member municipalities.

**2. Draft Scope of Work for retaining an HR Consultant / Facilitator (Attachment 3)**

The draft Scope of Work document has been prepared to assist in the procurement of an independent HR Consultant / Facilitator that will assist the Human Resources Task Force and Council in fulfilling their objectives with this initiative.

**Conclusion**

The above noted documents can form the basis of discussion for the first meeting of the Human Resources Task Force and assist its effort to fulfil its objectives.

**Attachments**

1. Human Resources Task Force Terms of Reference
2. CAO Performance Evaluation Toolkit
3. Draft Scope of Work for Retaining an HR Consultant / Facilitator

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

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**OTHER MATTERS CONSIDERED BY THE COMMITTEE**

**2.1     ELECTION OF CHAIR**

**Councillor Carella was elected Chair of the Human Resources Task Force.**

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The meeting adjourned at 10:55 a.m.

Respectfully submitted,

Councillor Tony Carella, Chair

Report prepared by Rose Magnifico, Council / Committee Administrator