

CITY OF VAUGHAN

REPORT NO. 1 OF THE

HUMAN RESOURCES TASK FORCE

For consideration by the Finance, Administration and Audit Committee of the City of Vaughan on December 4, 2017

The Human Resources Task Force met at 10:15 a.m., on November 7, 2017.

Members Present: Councillor Tony Carella, Chair

Councillor Rosanna DeFrancesca Regional Councillor Mario Ferri Regional Councillor Sunder Singh

Also Present:

Demetre Rigakos, Barb McEwan, City Clerk Rose Magnifico, Council / Committee Administrator

The following items were dealt with:

1 HUMAN RESOURCES TASK FORCE
EVALUATION TOOLKIT AND DRAFT SCOPE OF WORK

The Human Resources Task Force advises Council:

- 1) That the recommendation contained in the following report of the Chief Human Resources Officer, dated November 7, 2017, was approved;
- 2) That the "Scope of Work for Retaining an HR Consultant / Facilitator" as set out in Attachment 3 contained in the report of the Chief Human Resources Officer, was approved; and
- 3) That Council was requested to revise the Terms of Reference for the Human Resources Task Force by extending the Term of the Task Force to April 2018.

Recommendation

The Chief Human Resources Officer recommends:

1. That the Human Resources Task Force receive the following report.

Contribution to Sustainability

N/A

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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
- 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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2 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