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Communication
COUNCIL: Oct 24/17
CWLS Rpt. No. 34 Item 2

**DATE:** October 20, 2017

**TO:** Mayor and Members of Council

**FROM:** Barbara A. McEwan, City Clerk

**RE:** **Communication – October 24, 2017 Council Meeting**  
**Item 2, Report No. 35 of the Committee of the Whole (Closed Session)**  
**Performance Review of The City Manager**

**Human Resources Task Force – Terms of Reference**

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Recommendation:

The City Clerk, in consultation with the Chief Human Resources Officer, recommends:


- 1) That the attached Terms of Reference for the Human Resources Task Force, be approved.

Background:

At the Committee of the Whole (Closed Session) meeting of October 2, 2017, Committee recommended the establishment of a Human Resources Task Force with a mandate to recommend a Terms of Reference for a performance evaluation process for the City Manager and the engagement of an independent third party to conduct the review. Committee of the Whole (Closed Session) also recommended membership and reporting timelines for the Task Force.

The City Clerk, in consultation with the Chief Human Resources Officer, has prepared the attached terms of reference for the Human Resources Task Force incorporating Committee's recommendations for Council's consideration. The Terms of Reference have been prepared in accordance with the Procedure By-law.

Respectfully submitted,

  
Barbara A. McEwan  
City Clerk

**Attachments**

1 – Draft Terms of Reference for the Human Resources Task Force

Copy:

D. Rigakos, Chief Human Resources Officer



## **HUMAN RESOURCES TASK FORCE TERMS OF REFERENCE**

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### **Mandate / Objectives**

The Human Resources Task Force shall be responsible for recommending to Council:

1. An external Human Resources consultant to act as a facilitator and assist Council in conducting the City Manager Performance Evaluation; and
2. A Performance Evaluation process for the City Manager that is consistent with similar senior executive evaluation processes and takes into consideration best practices in the industry.

### **Term**

The Task Force shall submit a report of its findings and recommendations by December 2017.

### **Membership**

The membership shall be composed of 4 Members of Council (Two Regional Councillors and Two Local Councillors) as follows:

- Regional Councillor Mario Ferri
- Regional Councillor Sunder Singh
- Councillor Tony Carella
- Councillor Rosanna DeFrancesca

The membership shall also consist of the Mayor as an alternate member to serve on the Task Force should one of the Task Force members be unable to attend.

### **Meeting Procedures**

The proceedings of the Task Force are to be governed by the City's Procedural By-law.

### **Agendas and Reporting**

Agendas shall be prepared by the City Clerk's Office in consultation with the Committee Chair. Agendas shall be posted on the City's website one week prior to the scheduled date of the meeting or as soon as practicable.

After each meeting of the Task Force, the City Clerk shall submit a report in the City's committee report format to the Finance, Administration and Audit Committee.

### **Meetings**

Meeting dates will be determined at the first meeting of the Task Force. The Task Force may meet on the schedule determined, or at the call of the Chair.

Meetings are to be open to the public in accordance with the *Municipal Act, 2001*.

**Notice of Meetings**

Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

**Quorum**

The majority of members, including the Chair, shall constitute quorum.

**Staff Resources**

The role of staff is to act as a resource to the Task Force, but not to be members of the committee, or to deliberate or draft the findings of the committee. The following staff will provide advisory and technical support specific to the mandate and objectives of the committee:

- Chief Human Resources Officer

The City Clerk's Office will be responsible for agenda production and distribution, the giving of procedural advice, and the recording of the proceedings of the committee.

**Authority**

The Task Force may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The Task Force may not direct staff to undertake activities without authority from Council.

**Amendment / Expansion of Terms of Reference**

Only Council can initiate any amendment and/or expansion of the Terms of Reference.