



CITY OF EDMONTON

BYLAW 17418

**CITY MANAGER RECRUITMENT COMMITTEE
BYLAW**

(CONSOLIDATED ON JANUARY 28, 2016)

THE CITY OF EDMONTON

BYLAW 17418

CITY MANAGER RECRUITMENT COMMITTEE BYLAW

Whereas, pursuant to:

Section 145 of the *Municipal Government Act*, Council may by bylaw establish committees of Council and prescribe their functions, membership, procedure and rules for conduct;

Section 153 of the *Municipal Government Act*, the Mayor is a member of all Council committees unless specifically excluded;

Edmonton City Council enacts:

PART I - PURPOSE, DEFINITIONS AND INTERPRETATION

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| PURPOSE | 1 | The purpose of this bylaw is to establish a committee of Council to recruit a new City Manager for the City. |
| DEFINITIONS | 2 | In this bylaw, words have the meaning given to them in this section, but if not defined in this bylaw, have the same meaning as given to them by the <i>Municipal Government Act</i> : |
| | (a) | “Acting City Manager” means the individual designated to exercise the powers and perform the duties and functions of the City Manager until Council appoints a new City Manager; |
| | (b) | “City” means the municipal corporation of The City of Edmonton |
| | (c) | “City Manager” means the chief administrative officer of the City or delegate; |
| | (d) | “Committee” means the City Manager Recruitment Committee established in this bylaw; |
| | (e) | “competitive procurement process” means an open bidding or solicitation process such as a tender, request for proposal, pre-qualification, negotiated request for proposal or similar process, wherein vendors compete to win the right to enter into a procurement agreement; |
| | (f) | “Council” means the elected governing body of the City; |
| | (g) | “Councillor” means an elected official of the City other than the Mayor; |

- (h) **“FOIP Act”** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000 c. F-25;
- (i) **“Mayor”** means the chief elected official of the City;
- (j) **“member”** means an individual appointed to the Committee;
- (k) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c. M-26; and
- (l) **“Procedures and Committees Bylaw”** means the City’s Procedures and Committees Bylaw, Bylaw 12300.

RULES FOR INTERPRETATION

- 3 The following rules of interpretation apply to this bylaw:
- (a) The marginal notes and headings are for reference only;
 - (b) In the event of a conflict between a provision of this bylaw and an enactment, the enactment governs;
 - (c) Any reference to an enactment or bylaw includes all amendments or successor enactments or bylaws, and applicable regulations or orders established pursuant to the enactment or bylaw; and
 - (d) Actions authorized by this bylaw must be performed in compliance with all applicable enactments, bylaws and the City’s policies and procedures.

PART II - ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

- ESTABLISHMENT** 4 The City Manager Recruitment Committee is established as a committee of Council.
- COMMITTEE MANDATE** 5 The Committee’s mandate is to provide oversight to the recruitment process and approve the processes that will be followed to recruit a new City Manager.
- TERMS OF REFERENCE** 6 The Committee will fulfill its mandate by:
- (a) approving the competitive procurement process that will be employed by the City to procure an external recruitment firm;
 - (b) reviewing the submissions from external recruitment firms;
 - (c) conducting interviews and evaluating the submissions from

external recruitment firms;

- (d) recommending the appointment of the preferred external recruitment firm to Council;
- (e) working with the external recruitment firm to develop a City Manager position profile and compensation package for Council's consideration;
- (f) working with the external recruitment firm to develop interview questions, and evaluation criteria and procedures for Council's approval;
- (g) reviewing submissions from candidates for the City Manager's position, developing questions for screening interviews and conducting them as the Committee deems appropriate;
- (g.1) recommending a long list and short list of candidates to Council;
- (h) with the assistance of the external recruitment firm, negotiating the terms and conditions in the employment contract in accordance with Council's direction;
- (i) managing the recruitment process including giving direction to the external recruiter and to administration.

(S.2-3, Bylaw 17545, January 28, 2016)

COUNCIL'S ROLE

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Council approval is required for the following matters in relation to the recruitment and hiring of the City Manager:

- (a) budget and source of funds for recruitment;
- (b) appointment of the external recruitment firm that will conduct the recruitment effort;
- (c) position profile and compensation package;
- (d) geographic scope of the recruitment effort – local, national or international;
- (e) the long and short lists of candidates;
- (f) candidate interview questions and evaluation criteria;
- (g) terms of the offer of employment; and
- (h) terms and conditions of the employment contract.

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Council will serve as the selection committee, interview the short

list of candidates, and appoint the successful candidate to the position of City Manager.

MAYOR'S ROLE

- 8.1 After Council has interviewed its short list of candidates, the Mayor will, if requested by a short listed candidate, or directed by Council, conduct a one on one meeting with that candidate.

(S.4, Bylaw 17545, January 28, 2016)

PART III - MEMBERSHIP AND PROCEDURES

- 9 The Committee will be comprised of the Mayor and three Councillors appointed by Council.
- 10 Members will remain on the Committee until a new City Manager is appointed.
- 11 Quorum is established by the attendance of a majority of the members of the Committee at a meeting.
- 12 The Mayor will act as chair of the Committee, but in his absence, the chair will be the Deputy Mayor or the Councillor who is closest in line to being the next Deputy Mayor.
- 13 The Committee will follow the meeting procedures in the Procedures and Committees Bylaw, or as directed by the chair.
- 14 Members will vote by show of hands, or if participating by way of a communication device in the manner provided for in the Procedures and Committees Bylaw, by stating "yes" or "no" after all other votes are recorded.
- 15 Committee meetings will be held in public with notice to the public, unless the criteria for closing a meeting provided for in the Municipal Government Act are met.
- 16 The Committee may establish sub-committees and working groups to provide research and information to the Committee.

PART IV - ACTING CITY MANAGER'S ROLE

- 17 The Acting City Manager will perform the following duties and functions for the Committee:
- (a) Publish the Committee's meeting schedules and notices;
 - (b) Provide technical, administrative, meeting management and other supports required for meetings;
 - (c) Manage the Committee's records and minutes;

- (d) Provide information and records within the Acting City Manager's custody or control if requested by the Committee;
- (e) Manage the Committee's budget and budget processes;
- (f) Facilitate the preparation of Council reports for the Committee;
- (g) Serve as the Committee's FOIP Head;
- (h) take direction from the Committee on matters relating to the City Manager recruitment process, but in as much as is possible, refrain from any active participation in the recruitment to prevent disclosure of candidates' personal information to the Acting City Manager and his or her employees.

PART V - GENERAL

REPEALS 18 The Committee terminates and this Bylaw is repealed 60 days following the date on which a new City Manager is appointed by Council.

(NOTE: Consolidation made under Section 69 of the *Municipal Government Act*, R.S.A. 2000, c.L-21 and Bylaw No. 12005, and printed under the City Manager's authority)

Bylaw 17418, passed by Council September 22, 2015

Amendments

Bylaw 17545, January 28, 2016