**BYLAW 29-
2019**

STRATHCONA COUNTY

A BYLAW TO ESTABLISH THE CHIEF COMMISSIONER RECRUITMENT COMMITTEE

AS:

A. Section 145 of the *Municipal Government Act* provides that a council may pass bylaws in relation to the establishment and function of council committees and other bodies;

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

C. it is desirable to establish a Chief Commissioner Recruitment Committee.

Council enacts:

Part I – Purpose, Definitions, and Interpretation

Short title   1   This bylaw may be cited as the "Chief Commissioner Recruitment Committee Bylaw".

Purpose   2   The purpose of this bylaw is to establish a Council committee named the Chief Commissioner Recruitment Committee, and to prescribe a mandate, terms of reference, composition and procedural rules for the Committee.

Interpretation   3   The following rules apply to interpretation of this bylaw:

(a) The marginal notes and headings in this bylaw are for reference purposes only;

(b) If there is 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 under the enactment or bylaw; and

(d) Actions authorized by this bylaw must be performed in compliance with all applicable trade agreements and treaties, enactments, bylaws, and the County's policies and procedures.

Definitions   4   In this bylaw, words have the meaning given to them in this section, but if not defined in this bylaw, they have the same meaning as under the *Municipal Government Act*:

(a) "Act" means the *Municipal Government Act*, RSA 2000, c M-26;

(b) "Chief Commissioner" means the Chief Administrative Officer for the County or delegate;

(c) "Committee" means the Chief Commissioner Recruitment Committee;

(d) "Council" means the elected governing body of the County;

(e) "Councillor" means an individual elected to Council, including the Mayor; and

(f) "County" means the specialized municipality and municipal corporation of Strathcona County, established under Order 761/95 pursuant to the Municipal Government Act.

Part II – Establishment, Mandate, and Terms of Reference

Establishment   5   The Chief Commissioner Recruitment Committee is established as a Council committee.

Mandate   6   The Committee will work with the external recruitment firm selected by Council to oversee the recruitment process for a new Chief Commissioner.

Terms of Reference   7   The Committee will fulfill its mandate by:

(a) working with the external recruitment firm to develop a Chief Commissioner position profile and compensation package for Council's consideration;

(b) working with the external recruitment firm to develop interview questions, and evaluation criteria and procedures for Council's approval;

(c) reviewing submissions from candidates for the Chief Commissioner's position, providing the list of qualified candidates to Council, based upon approved evaluation criteria, and recommending a short list of candidates to Council;

(d) with the assistance of the external recruitment firm, negotiating the terms and conditions in the employment contract in accordance with Council's direction;

(e) managing the recruitment process including giving direction to the external recruiter and to administration.

Council's role   8   Council approval is required for the following matters in relation to the recruitment and hiring of the Chief Commissioner:

(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) short list of candidates for interviews;

(e) candidate interview questions and evaluation criteria;

(f) terms of the offer of employment; and

(g) terms and conditions of the employment contract.

Part III – Membership and Quorum

Members and voting

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 Chief Commissioner is appointed.

Quorum

11 Quorum is established by the attendance of a majority of the members of the Committee at a meeting.

Chair

12 The Mayor will serve as chair of the Committee, but in his absence, the Deputy Mayor or Acting Mayor or Councillor who is closest in line to being the next Deputy Mayor will serve as chair.

Chair's Duties

13 The Chair will preside at all Committee meetings and decide all points of order that may arise.

Part IV – Procedures

Procedures

14 The Committee will follow the meeting procedures set out in the Strathcona County Meeting Procedures Bylaw.

Public Meetings

15 Committee meetings will be held in public unless the meeting is closed for reasons permitted by the Municipal Government Act.

Part V – Interim Chief Commissioner's Role

Interim Chief Commissioner

16 The Interim Chief Commissioner is not a member of the Committee and cannot vote on any matter before the Committee.

Interim Chief Commissioner duties

17 The Interim Chief Commissioner will perform the following duties and functions for the Committee:

(a) Publish the Committee's meeting schedules and notices;

(b) Provide technical, administrative, meeting space, meeting management and other supports to the Committee as required for its meetings; and

(c) Manage the Committee's minutes and records.

Part VI – General

Repeal   18   The Committee terminates and this Bylaw is repealed thirty days following the date on which a new Chief Commissioner is appointed by Council.

First reading: _____

Second reading: _____

Third reading: _____

Date Signed: _____

_____
Mayor

_____
Director, Legislative and Legal Services