



## CITY OF YELLOWKNIFE

### **TERMS OF REFERENCE**

#### **Human Resource and Compensation Committee**

Whereas, pursuant to Council Procedures By-law Council may establish a special committee to investigate and consider any matter; Yellowknife City Council hereby establishes a Special Committee to be known as the “**HUMAN RESOURCE AND COMPENSATION COMMITTEE**” with the following terms of reference:

#### **INTRODUCTION**

1. City Council has directed that a Human Resource and Compensation Committee (HRCC) be established (Motion #0009-24, January 22, 2024). The HRCC provides recommendations to Council related to the recruitment, hiring, performance evaluation, compensation, performance management and termination of the City Manager.

#### **SCOPE**

2. The purpose of the HRCC is to make recommendations to Council related to:
  - a. the recruitment and hiring process in the event of a vacancy or the defined departure of the City Manager;
  - b. the annual performance evaluation process for the City Manager;
  - c. proposed adjustments to compensation for the City Manager either during the hiring process and/or resulting from a performance evaluation; and
  - d. any performance management issues with the City Manager as determined by Council.

#### **MEMBERSHIP**

3. The HRCC shall consist of the following members appointed by Council:
  - a. Mayor (ex-officio); and
  - b. Two Councillors.
4. The Mayor will chair the HRCC.
5. No member may appoint an alternate to represent that member and act on their behalf during absences.
6. In the event that a member is unable or unwilling to continue to serve on the HRCC, for whatever reason, Council will appoint another member.

7. If any member misses two (2) consecutive meetings without approval of the HRCC, the member shall be struck from the HRCC and a replacement appointed by Council.
8. Council may remove any member of the HRCC for any good and sufficient cause.
9. Member appointments shall be reviewed annually.

#### **MEETINGS**

10. The HRCC shall meet as required to perform its duties.
11. A quorum of the HRCC shall consist of a majority of the Members.
12. The rules of procedure for the HRCC shall be governed by the City of Yellowknife Council Procedures By-law No. 4975, as amended, as appropriate.

#### **DUTIES**

13. The Chair's responsibilities are as follows:
  - a. chair meetings;
  - b. prepare the agenda;
  - c. monitor attendance, contact members as necessary regarding absences;
  - d. represent the HRCC when presenting recommendations to Council; and
  - e. schedule all performance review meetings in accordance with the performance evaluation process approved by Council.
14. The Committee Members' responsibilities are as follows:
  - a. discuss issues pertaining to the HRCC without breach of confidentiality;
  - b. where it deems advisable, make recommendations, reached by the majority of its membership, to Council; and
  - c. engage Council to seek their input and finalize the City Manager's annual performance evaluation, and provide all applicable records to the Chief Human Resource Officer for the City Manager's personnel file.

#### **CONFIDENTIALITY**

15. Committee members shall maintain the confidentiality of all information they are privy to while serving as a member of the HRCC.

#### **FINANCE, ADMINISTRATION AND TECHNICAL SUPPORT**

16. The HRCC has no authority to expend or commit financial resources of the City of Yellowknife.
17. The Chief Human Resource Officer shall provide administrative support to the HRCC as needed.

18. The Chair will prepare all meeting agendas and distribute them to HRCC Members as soon as possible in advance of the meeting, ideally five (5) days in advance.
19. The Chair shall prepare minutes of all HRCC meetings and distribute to the Committee members and Administration, through the Chief Human Resources Officer, as appropriate.
20. The Chief Human Resources Officer shall forward all original approved minutes and recommendations of the HRCC to the City Clerk for retention and forwarding to the appropriate Standing Committee of Council.
21. All communications from the HRCC in relation to educational materials or media releases shall be reviewed by the Chair and forwarded to City Administration for review and approval prior to being published or released.

#### **TERMINATION**

22. Notwithstanding the above, Council may, by resolution, dissolve the HRCC at any time, or amend these Terms of Reference.

#### **REVIEW**

23. Council will review these Terms of Reference no later than March 31, 2026. The review will ensure that the HRCC is achieving the purpose for which it has been established.