

## Procedure Bylaw Amendment for City Manager Performance Evaluation

### RECOMMENDATION:

That Council give three readings to Bylaw 45M2022 in Attachment 1 to amend the Procedure Bylaw 35M2017.

### HIGHLIGHTS

- This report presents an amendment to the Procedure Bylaw 35M2017 to clarify the Executive Committee's mandate with respect to the recruitment and appointment of the City Manager, and the conduct of the City Manager's annual Performance Evaluation.
- What does this mean to Calgarians? The *Municipal Government Act* ("the Act") requires that Council provide the City Manager with an annual written performance evaluation.
- Why does this matter? Annual written performance evaluations are centered around goals, development plans and the City Manager's contributions to the priorities of the organization and help support the communication of Council's directions.
- Strategic Alignment to Council's Citizen Priorities: A well-run city
- Background and Previous Council Direction are included in Attachment 2.

### DISCUSSION

The City Clerk was directed to prepare terms of reference for a City Manager Performance Evaluation Working Group. During the analysis phase, two governance matters were identified: (1) The Act requires that Council provide the City Manager with a written performance evaluation on an annual basis; and (2) Council delegated its responsibility for performance evaluations of the City Manager to the Executive Committee through subsection B.5(h) of the Procedure Bylaw. Accordingly, the governance structure is already in place at The City of Calgary for conducting City Manager performance evaluations, with no further need for sub-delegation to a different body of Council.

The proposed amendment to the Procedure Bylaw clarifies the two-part mandate of the Executive Committee:

- 1) Conduct and prepare the annual City Manager's performance evaluation; and
- 2) Conduct City Manager recruitment and make recommendations to Council to make, suspend or revoke the appointment of the City Manager.

### STAKEHOLDER ENGAGEMENT AND COMMUNICATION (EXTERNAL)

- Public Engagement was undertaken
- Public Communication or Engagement was not required
- Public/Stakeholders were informed
- Stakeholder dialogue/relations were undertaken

A jurisdictional scan was completed.

Law, Legislative Services and Security Report to  
Organizational Meeting of Council  
2022 October 25

ISC: UNRESTRICTED  
C2022-1038  
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### IMPLICATIONS

#### Social

None

#### Environmental

None

#### Economic

None

#### Service and Financial Implications

No anticipated financial impact

Existing City Clerk's Office resources will continue to support the Executive Committee's legislative meetings.

### RISK

None

### ATTACHMENTS

1. Proposed Bylaw 45M2022
2. Previous Council Direction, Background

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen	Law, Legislative Services and Security	Approve
Kate Martin	Law, Legislative Services and Security	Approve
David Duckworth	City Manager's Office	Inform