

**THE CITY OF EDMONTON**  
**BYLAW 20815**  
**CITY MANAGER RECRUITMENT COMMITTEE BYLAW**

Edmonton City Council enacts:

**PART I - INTERPRETATION**

- |                                 |   |  |
|---------------------------------|---|--|
| <b>PURPOSE</b>                  | 1 | The purpose of this bylaw is to establish the City Manager Recruitment Committee as a temporary council committee, and to establish its membership and mandate.  |
| <b>DEFINITIONS</b>              | 2 | <p>(1) Unless otherwise specified, words used in this bylaw have the same meaning as defined in the <i>Municipal Government Act</i>, RSA 2000, c M-26.</p> <p>(2) In this bylaw:</p> <ul style="list-style-type: none"><li>(a) <b>“City”</b> means The City of Edmonton;</li><li>(b) <b>“City Manager”</b> means the City’s chief administrative officer;</li><li>(c) <b>“Council”</b> means the City’s council;</li><li>(d) <b>“Councillors”</b> means the City’s councillors, excluding the Mayor; and</li><li>(e) <b>“Mayor”</b> means the City’s chief elected official.</li></ul> |
| <b>RULES FOR INTERPRETATION</b> | 3 | The marginal notes and headings in this bylaw are for ease of reference only.  |

**PART II - MANDATE**

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|----------------|---|--|
| <b>MANDATE</b> | 4 | <p>The mandate of the City Manager Recruitment Committee will be to oversee the recruitment of a new City Manager by:</p> <ul style="list-style-type: none"><li>(a) approving the appointment of an external recruitment firm;</li><li>(b) providing direction to the external recruitment firm on</li></ul> |
|----------------|---|--|

the development of a position description and role profile;

- (c) recommending to Council a position description and role profile for the City Manager;
- (d) receiving updates from the external recruitment firm on the recruitment process;
- (e) reviewing the long list of candidates developed by the external recruitment firm and recommending to Council a short list of candidates for an initial interview;
- (f) conducting initial interviews and reporting to Council on the results;
- (g) developing and recommending to Council a list of candidates for a final interview by Council;
- (h) approving the interview questions for initial interviews and recommending interview questions to Council for final interviews;
- (i) recommending a candidate to Council for appointment as City Manager;
- (j) recommending to Council the negotiating mandate for the City Manager's employment agreement; and
- (k) recommending a final proposed employment agreement to Council.

**PROCEDURES &  
AUTHORITIES**

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The City Manager Recruitment Committee will follow all procedures and has all the authorities as if it was designated a Standing Committee under the Council Committees Bylaw, Bylaw 18156.

**PART III - MEMBERSHIP**

**MEMBERSHIP**

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- (1) The City Manager Recruitment Committee will be comprised of:
  - (a) the Mayor; and

(b) four Councillors appointed by Council.

(2) Immediately following the coming into force of this section, Council must appoint four Councillors to the City Manager Recruitment Committee.

**TERM**

7 Members will be appointed for the duration of the term of the City Manager Recruitment Committee.

**CHAIR**

8 (1) The Mayor will be the chair of the City Manager Recruitment Committee.

(2) At its first meeting, the City Manager Recruitment Committee will appoint a vice-chair from among its members.

**PART IV - GENERAL**

- EXEMPTIONS**            9            Sections 4(2), 4(3), 5(2), 6, 10, and 14(6) of the Council Committees Bylaw, Bylaw 18156, do not apply to the City Manager Recruitment Committee.
- REPEAL**                10            This bylaw will be automatically repealed once Council passes a motion appointing a new City Manager.

READ a first time this        3rd            day of        April        2024;

READ a second time this    3rd            day of        April        2024;

READ a third time this      3rd            day of        April        2024;

SIGNED AND PASSED this    3rd            day of        April        2024.

THE CITY OF EDMONTON

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MAYOR

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A/ CITY CLERK