



# TERMS OF REFERENCE

## Committee

### **Official Name:**

Management Committee

### **Purpose**

To act as a review body for the performance of the City Manager and to review significant matters referred by City Council or the Mayor.

### **Members/Composition:**

- 1 – Mayor (Chairperson)
- 2 - Members of Council

Membership:

2 year term from January 1<sup>st</sup> to December 31<sup>st</sup>, excluding an Election year when the term shall be reduced to coincide with the day of the Election.

Quorum is a majority of the members appointed to the Committee. Majority is 50% plus 1.

The Chair will be the Mayor.

The City Clerk's Office will serve as the Secretary to the Committee.

### **Mandate**

With respect to all matters within the committee's policy areas, the mandate of the committee is:

- To provide advice and recommendations to Council;
- To oversee the implementation of approved policy decisions by the civic administration;
- To oversee the performance evaluation of the City Manager, City Clerk and City Solicitor; and
- To exercise every power delegated by council.

## **Policy Areas**

The policy areas for this committee include the following, unless already included within the policy area for another Board or Advisory Committee:

- Performance Evaluation of the City Manager; and,
- Tasks assigned by City Council or at the Mayor's discretion.

## **Delegated Authority**

The following powers and duties are delegated to this committee:

- Establish the Performance Monitoring Protocol for completion of the yearly performance evaluation of the City Manager, City Clerk and City Solicitor;
- Conduct the yearly performance evaluation of the City Manager, City Clerk and City Solicitor and forward the final document to the Executive Committee at an incamera meeting as a matter of information;
- Formulation and recommendation to Council on matters within its policy areas; and,
- Consideration and recommendation on all matters referred to it by Council or the Mayor; and,

## **Meetings**

Meeting dates and times are determined by the Committee.

## **Resources/Budget**

In order to meet the objectives of the Committee, budgetary allocations must be approved by City Council, through the various department budget, unless approved by City Council.

## **Communications**

Committee members will be forwarded meeting requests for their reply regarding all meetings that are to take place.

All Agendas will be available for review on eAgenda.com for the public, members of the Committee and Administration to review at a minimum of 24 hours prior to the meeting. Members will advise the Secretary at the 1<sup>st</sup> meeting whether they will utilize their own electronic device to access the Agenda at each meeting or whether they want a printed copy available when they attend the meeting.

Decisions following consideration by City Council will be brought forward to the Management Committee for advisement.

## **Related Policies/Bylaws**

City Council Resolution No. 005 of January 5, 2004.  
City Council's Administration Bylaw No. 13 of 2019.