



TERMS OF REFERENCE

Committee

Official Name:

Management Committee

Purpose

To act as a review body for the performance and employment terms of the Officers of Council, identified as the City Manager, City Clerk and City Solicitor, 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 1st to December 31st, 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 evaluations of the Officers of Council;
- To oversee the recruitment, job expectations, qualifications, salary negotiations, and other terms of employment for the Officers of Council; 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, City Clerk and City Solicitor;
- Recruitment, job description development, and employment negotiations; 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;
- Create and modify job descriptions for the Officers of Council positions, as required, and provide recommendations to the Executive Committee;
- Develop a Recruitment Strategy for vacancies of the Officers of Council and provide recommendations to the Executive Committee;
- Negotiate salary and other terms of employment and provide recommendations to the Executive Committee;
- 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 eScribe for the public, members of the Committee and Administration to review at a minimum of 24 hours prior to the meeting.

Decisions from the Management Committee will be brought forward to members of Council as information.

Related Policies/Bylaws

City Council's Administration Bylaw No. 1 of 2020.

City Council's Procedure Bylaw No. 23 of 2021.