

TERMS OF REFERENCE

NAME: **Executive Committee**

Date Established by Council: January 13, 2015 **CR2015-077**

Regular Review Timeframe: Annual

Date Committee Ends: Not Applicable

RESOLVED THAT Report MAYOR2015-001, **Establish Executive Committee**, be received;

THAT an Executive Committee be formed comprised of the Mayor and up to six members of Council appointed by the Mayor, with an annual review by the Mayor;

THAT the Terms of Reference for the Executive Committee be adopted in the form attached as Appendix B to Report MAYOR2015-001 as amended; and

THAT the Human Resources Committee, the Budget Advisory Committee and the Audit Committee be dissolved.

MISSION: The Executive Committee is established to allow an opportunity for senior staff to review and vet issues with members of Council in the preliminary stages of the issue and vice versa.

ROLES AND RESPONSIBILITIES:

It is the responsibility of all appointed members to comply with:

- the City Code of Conduct,
- the City Accountability and Transparency Policy
- the City Procedural By-law
- Other applicable City by-laws and policies
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act

No individual member or the Committee as a whole has the authority to make direct representations of the City to Federal or Provincial Governments

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The Committee will abide by any terms and conditions which may be set out by the City's Council, CAO, City Clerk, City Solicitor, Auditor and/or Insurer for any activities relating to Committee business.

ACTIVITIES: The following represent the general activities of the Committee:

- a) To review new department initiatives at their initial introduction stage to vet the issue including new programs, policies and human resources;
- b) To make recommendations to Council on strategy, policies and various issues to achieve Council's strategic priorities;
- c) To review preliminary budget issues and make suggestions for the draft budget to Council;
- d) To review purchasing abnormalities;
- e) To review the management letter issued by the Auditors prior to it being presented to Council;
- f) This Committee shall not direct staff.
- g) Other – as recommended and approved by Council.

COMPOSITION:

The Executive Committee will be formed comprised of the Mayor and up to six members of Council appointed by the Mayor, with an annual review by the Mayor. The Mayor will be the Chair of the Committee and at its first meeting in each year, a Vice-Chair shall be selected. The Mayor shall select the members of Council to sit on this Committee.

TERM OF APPOINTMENT:

Members will be appointed for a term of one year.

RESOURCES:

The Chief Administrative Officer will provide support in the form of advice.

The Executive Assistant to the Mayor and Council will serve as the Recording Secretary to this Committee.

TIMING OF MEETINGS:

An Annual Calendar of Meetings will be set at the first meeting of each year stating the day and time of the meeting. The Chair may call special meetings with proper notice.

MEETINGS:

The Committee shall hold a minimum of ten (10) meetings in each calendar year. The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of five (5) business days prior to the date of each meeting. Quorum for meetings shall

consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

PROCEDURES:

Procedures for the formal business meetings of the Committee shall be governed by Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

CLOSED MEETINGS:

The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss sensitive personal issues or legal matters. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of the staff liaison, recording secretary and visiting members of Council, if any, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with Section 239 of the Municipal Act. Prior to the commencement of closed session, a resolution shall be passed stating the general nature of the matter to be discussed and what section of the Municipal Act applies.

AGENDAS AND MINUTES:

A copy of the Agenda shall be provided to the City Clerk's office at the same time it is provided to Committee Members. The City Clerk's office will distribute the agenda to Council members as per established policy and have it posted on the website.

Minutes of all formal business meeting of the Committee shall be forwarded to the City Clerk's Office as soon as possible after the meeting. The City Clerk's Office will place the minutes on the next regular meeting of Council. The City Clerk's Office will maintain a set of printed minutes on file for public review.

REPORTS:

Any recommendations will be in the form of a written report presented to Council for Council consideration and decision.

LOCATION OF MEETINGS:

The location of the meetings will be set by the Committee and will be identified on the cover page of the Agenda.

PURCHASING POLICY:

Not Applicable for this Committee.

INSURANCE:

Not Applicable for this Committee.

EXPULSION OF MEMBER:

Not Applicable for this Committee.

TERMS OF REFERENCE:

Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council through a report.

At the discretion of Council the Committee may be dissolved by resolution of Council.