

Municipality of Lakeshore – Report to Council

Corporate Services

Workforce Development



To: Mayor & Members of Council
From: Lisa Granger, Division Leader – Workforce Development
Date: November 27, 2023
Subject: Terms of Reference for Executive Committee

Recommendation

Direct Administration to prepare the necessary by-law to implement the terms of reference for an Executive Committee, as presented at the December 12, 2023 Council meeting.

Background

During the Council meeting held October 24, 2023, Council directed Administration to prepare and present a draft terms of reference to implement a hiring committee at Lakeshore. The Council resolution was:

310-10-2023

Council direct Administration to develop a draft terms of reference for a hiring committee to be composed of the Mayor, one member of Council, and two members of administration for the purposes of hiring Division Leader and up, excluding CAO. Brought back next meeting for implementation.

During the Council meeting held November 7, 2023, Council directed Administration to change the terms of reference. The Council resolution was:

326-11-2023

Direct Administration to bring back a framework to establish an executive committee.

Comments

Attached in Appendix A are the draft Terms of Reference for an Executive Committee. The Terms of Reference reflect an adhoc advisory committee whereby the members,

including Council members, will review human resources related matters that require Council approval, provide advice to Administration based on the review and provide recommendations as part of the report to Council. The Committee will review such matters prior to Administration presenting to Council. The types of human resources related matters that the Committee will review include:

- 1) Council policies relating to human resources matters;
- 2) Staff and Council compensation and benefits;
- 3) Mandates for all bargaining negotiations;
- 4) Key performance metrics regarding health and safety and recruitment; and,
- 5) Council policies and/or reports to Council pertaining to staffing matters with respect to attraction and retention.

Council and the Executive Committee will be subject to the role of Council as outlined in the *Municipal Act, 2001*, sections 224 and 225.

Financial Impacts

There will be no significant financial impacts to the budget by implement an Executive Committee based on the attached Terms of Reference. Should Council include a remuneration provision, the cost would be included in the 2024 budget.

Attachments

Appendix A: Draft Terms of Reference for Executive Committee.

Report Approval Details

Document Title:	Terms of Reference for Executive Committee.docx
Attachments:	- Appendix A Terms of Reference for Executive Committee final draft 121223.pdf
Final Approval Date:	Dec 4, 2023

This report and all of its attachments were approved and signed as outlined below:

Prepared by Lisa Granger

Submitted by Justin Rousseau

Approved by Truper McBride