

COUNCIL SELF-GOVERNANCE STRUCTURE AND PROCESSES

E. Committee Timetable

The timetable below outlines the Committee's schedule of activities.

Activity	Who	When
• Prepare Annual Council Calendar for review with Council	• GAESC • Council • CAO	• December
• Review Council Terms of Reference and Operating Guidelines	• GAESC • Council • CAO	• December
• Review Standing Committee Terms of Reference	• GSC • CAO	• December
• Review with Council characteristics of high-performing Councils	• GAESC • Council	• January
• Review legislative compliance reporting	GAESC • Council	• February
• Council Performance Self-Evaluation	• GAESC • Council	March and September <u>June</u>
• Report to Council on Council Performance	• GAESC • Council	April and October <u>July</u>
• Review annually the ethics policy	• GAESC • Council	• December

XIII. TERMS OF REFERENCE FOR THE HUMAN RESOURCES STANDING COMMITTEE

A. Purpose

The purpose of the Human Resources Standing Committee (HRSC) is to assist Council in fulfilling its obligations relating to human resource and compensation matters, including the establishment and maintenance of a plan for continuity and development of senior management.

B. Composition

- i. The HRSC shall be comprised of three Councillors, and one of whom is the Mayor.

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- ii. The HRSC shall meet at least three times per year, with additional meetings at the discretion of the Committee Chair.
- iii. Committee members shall be appointed by the Mayor.
- iv. The chair of the Committee shall be appointed by the Mayor.

C. Duties and Responsibilities

The HRSC will:

- i. Recommend a performance evaluation process for the Chief Executive Officer and, when approved, ensure the process is implemented.
- ii. Review and recommend the compensation policy and guidelines for the Corporation.
- iii. Review with the CAO, hiring and dismissal decisions concerning senior management.
- iv. Review annually the CAO's succession plans for senior management, including specific development plans and career planning for potential successors.
- v. Review with the CAO his or hers proposed major changes in the management organizational structure.
- vi. Review with the CAO any significant outside commitments that the CAO is considering before the commitment is made. This includes commitments to act as a director or trustee of for-profit and not-for-profit organizations.
- vii. Review and recommend to Council the annual compensation package for the CAO.
- viii. Review annually the Committee's term of reference and recommend changes if necessary.

D. Accountability

The HRSC shall report its discussions to Council by distributing the minutes of its meetings and where appropriate by oral report at the next Council Meeting.

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Activity	Who	When
<ul style="list-style-type: none"> Review succession plans for senior management 	<ul style="list-style-type: none"> HRSC CAO 	<ul style="list-style-type: none"> February
<ul style="list-style-type: none"> CAO Performance Evaluation 	<ul style="list-style-type: none"> HRSC CAO Council 	<ul style="list-style-type: none"> August – October (CAO Evaluation Process)
<ul style="list-style-type: none"> Review compensation policy and guidelines 	<ul style="list-style-type: none"> HRSC CAO Council 	<ul style="list-style-type: none"> September
<ul style="list-style-type: none"> Review CAO's compensation package 	<ul style="list-style-type: none"> HRSC CAO Council 	<ul style="list-style-type: none"> October
<ul style="list-style-type: none"> Review HRSC terms of reference 	<ul style="list-style-type: none"> HRSC GESC Council 	<ul style="list-style-type: none"> October