

Administrative Standing Committee Terms of Reference

1. Objective

The principle role of the Administrative Committee is to fulfil the self-governance functions of Regional Council including but not limited to Emergency Management, acting as nominating committee for Boards & Committees, CAO Liaison and Review, oversight of HRM's Volunteer Awards, **By-law Rationalization** and Corporate Performance Objectives and Council's priority areas.

2. Composition

The Mayor and up to eight (8) members of Regional Council – one (1) appointed from each Community Council and two (2) at-large appointments

Term: Two years

Chair: The Mayor

Vice-Chair: Elected from among committee members

Community Council Appointments	Members at-large	Chair
Councillor Steve Streach Marine Drive, Valley & Canal Community Council Member Councillor Bill Karsten Harbour East Community Council Member Councillor Linda Mosher Chebucto Community Council Member Councillor Brad Johns North West Community Council Member Councillor Reg Rankin Western Region Community Council Member Councillor Dawn Sloane Peninsula Community Council Member	Councillor Russell Walker At Large Member Deputy Mayor Jim Smith At Large Member	Mayor Kelly

3. Duties and Responsibilities

3.1 Emergency Management

3.1.1 Acts as the Emergency Management Advisory Committee of Council with responsibilities as outlined under By-law E-100 Respecting the Prompt and Coordinated Response to Emergency Management

3.1.2 To advise Council on the development of Emergency Management plans and present the Municipal Emergency Management Plans to Regional Council

3.1.3 To brief Council on developments during a local state of emergency

3.1.4 To perform any such other duties in regard to Emergency management as may be required and directed by Council

3.2 Membership Selection

- 3.2.1 Act as the Membership Selection Committee of Council with a mandate to function as the nomination committee for appointment to Boards and Committees, including at-large nomination to Standing Committees, except as delegated to other Standing Committees of Council.

3.3 CAO Liaison and Review

- 3.3.1 Notwithstanding Part II of the HRM Charter, which outlines the roles, responsibilities of the CAO and reporting relationship to Regional Council, the Administrative Committee shall act as a liaison and communication link between the CAO and Regional Council.
- 3.3.2 The committee shall meet at least quarterly with the CAO to review and confirm the CAO goals and objectives and performance expectations; and to provide feedback, support and a formal evaluation of the performance CAO at least annually to the CAO and Regional Council.
- 3.3.3 Coordinate, on behalf of Council, the recruitment and **provide a recommendation on** hiring of the CAO should the position become vacant.
- 3.3.4 Provide a forum to assist the CAO in major initiatives regarding: Organizational Change, Employee Relations, New Directions in Service Delivery, and/or Administrative Policies
- 3.3.5 To perform other any such other duties in regard to CAO Liaison and Review as may be required and directed within the mandate of Council

3.4 Volunteer Award Recognition

- 3.4.1 Oversight of the administration of the HRM Volunteer Awards program to ensure the program and selection criteria meet the objectives of Council and the Communities of HRM

3.5 Bylaw Rationalization

- 3.5.1 **Oversight and advice regarding Administrative Order #32 respecting the procedures for developing and adopting HRM by-laws.**

3.6 General Council Governance

- 3.6.1 The Committee shall act as a review committee for matters related to the general self-governance and administration of Council as directed by Regional Council.

3.7 Council Priority areas and Corporate Performance Objectives

- 3.7.1 Strategic oversight of progress on HRM's Corporate Performance Objectives & Council's priority areas

3.8 Other Administrative matters as may be determined and directed by Regional Council

4. Administration & Procedures

4.1 The Administrative Committee shall meet no less than four (4) times annually, preferably monthly or as agreed to by the Committee

4.2 Administrative procedures and the meeting procedures shall be in accordance with Administrative Order 1.

5. Staff Liaison

5.1 Management support and liaison shall be through the office of the office of the Chief Administrative Officer and/or Deputy CAO and Office of the Municipal Clerk and HRM's Emergency Management Coordinator (as required)

6. Standing and Advisory Committees

6.1 None

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