



General Government - Administration

Title: Executive Committee Terms of Reference	Number: GA-010
Authority: Approved at the February 25, 2025, Council Meeting	

Executive Committee Objectives:

To assist the Council of the R.M. of Corman Park in meeting its responsibilities, the Executive Committee shall:

1. Exercise its powers, when required, except:
 - a. Any powers to adopt, amend, or repeal any bylaws of the Municipality or any other powers limited to the Council as a whole.
2. Be responsible for the evaluation of the performance of the Chief Administrative Officer (CAO), and the hiring of a CAO. The CAO Performance Evaluation Committee is delegated the responsibility of overseeing the evaluation process on behalf of Council.
3. Serve as an advisor to the CAO on emerging issues, concerns, and initiatives.
4. Be responsible for and report to Council on matters concerning the Municipality’s Human Resources and Compensation policies and procedures for the CAO.

Constitution – Scope & Responsibilities:

1. The Executive Committee shall be comprised of the Reeve and each of the three (3) Committee Chairs.
2. The members of the Executive Committee shall be appointed by a motion of Council. Each member of the Executive Committee shall continue to be a Committee Member until a successor is appointed, unless the member is removed by a motion of Council or otherwise ceases to be a Committee Chair.
3. The Reeve will serve as the Chair of the Executive Committee.
4. Where the Reeve is not able to attend a meeting, the Reeve will designate one of the members of the Executive Committee for the role of Acting Chair in advance of the meeting, when possible. If the Reeve is not present for a meeting and no member has been designated as Acting Chair in advance, the Chair of the meeting shall be chosen by the Executive Committee from among the members present. The Executive Committee will formally appoint the Acting Chair at the beginning of the meeting.
5. The Reeve, or Acting Chair, presiding at any meeting of the Executive Committee shall vote in all matters considered by the Committee. In the event of a tie vote, the matter shall be referred to Council as a whole for a decision.
6. The Executive Committee serves as the Hiring Committee for a new CAO and will provide updates to Council.

7. The Executive Committee serves as representatives, in the event that mediation is called for by the CAO.
8. The Manager of Human Resources, or his or her designate, shall serve as Secretary to the Executive Committee.
9. The Executive Committee will provide an update to Council after any Executive meeting that occurs.

Meetings:

The timing of Executive Committee meetings and any agenda items shall be driven by need.

1. A quorum shall consist of the majority of the membership of the Committee.
2. The Executive Committee shall meet on an as needed basis and at a minimum of one (1) time per year.
3. A meeting of the Executive Committee may be called by the Secretary of the Committee under the direction of the Reeve, the CAO, or by at least two (2) members of the Executive Committee.
4. The Executive Committee shall at all times have the right to determine who, in addition to the CAO or his or her designate, will be present during any part of the Executive Committee meeting.

Oversight & Administrative Matters:

1. Discuss and provide general insight and counsel on issues, concerns, initiatives, and opportunities, including the day-to-day management of the CAO.

Human Resources Matters:

1. Annually conduct and report to Council the results of a performance appraisal of the CAO.
2. Annually review and recommend to Council the compensation package for the CAO as well as the performance objectives that have been discussed with the CAO.



Joe Hargrave, Reeve



