

MEETING AGENDA

March 10, 2016

Lakeside Community Centre

- 1) Approval Of Minutes – January 13 - 2016
- 2) Business Arising From Minutes
 - a) Transfer Station Approval - Submissions From Public
 - b) Joint Permit Approval By Doe - Status
 - c) Contract Status – HRM /Mirror
- 3) Update From Councillors Rankin /Adams
 - a) Budget For 2016-2017 - \$90,000.
 - b) Community Integration Fund
 - c) Other Comments From Council Session
- 4) Role/Responsibilities Of Executive Director - See Attached
- 5) Draft Strategic Plan For Review – See Attached
- 6) New Business
 - a) Proposed Newsletter
 - b) Radon Update
 - c) Approval of Invoices
- 7) Adjourn

Executive Director Job Description

The Executive Director is the key management leader of the Community Monitoring Committee (“CMC”). The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include budgeting, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

1) **Board Governance:** Works with board in order to fulfill the organization mission.

- Responsible for leading the CMC in a manner that supports and guides the organization’s mission as defined by the agreement between HRM and the Halifax Waste-Resource Society (“The Agreement”).
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) **Financial :**

- Responsible for the fiscal integrity of CMC, to include submission to the Board a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, and maintenance of the organization in a positive financial position

3) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning

4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for effective administration of CMC Operations.
- Responsible for the hiring and retention of competent, qualified contractors when required.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Professional Qualifications:

- A bachelor's degree or equivalent.
- Transparent and high integrity leadership.
- Five or more years senior management experience.
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Job Responsibilities:

- Planning and operation of annual budget.
- Supports CMC'S communication initiatives to the organization's constituents, government, the media and the general public.
- Liaise with Municipal and Provincial Governments, and with Mirror Nova Scotia.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions.
- Strategic planning and implementation.
- Oversee organization Board and committee meetings.
- Oversee communications efforts.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

The Strategic / Key issues plan

The PLAN identifies the major activities of CMC on a go-forward basis incorporating the expanded role as dictated by the new agreement executed between HRM and MIRROR.

1. Need to develop a transparent communications strategy for community
 - a. Provide more information on a regular and timely basis
 - b. Develop a comprehensive website as the key means of communication with our public
 - c. Develop dialogue through newsletters, open houses, social media, websites, email lists
 - d. Interface with established community groups, stakeholders (ex Brunello)
 - e. Determine community requirements for information sharing

2. Develop communication/reporting relationship with Mirror
 - a. Collaborative based on openness and transparency
 - b. Role and participation in the CMC agreement including CMC meetings
 - c. Regular reporting based on agreement for specific information and frequency
 - d. Process to address changes in the operations at otter lake ex.FEP/WSF REVIEW

3. Ongoing relationship with HRM
 - a. Membership on CMC agreement ex. Mayor, Council members
 - c. Reporting requirements to HRM as owner and joint permit holder
 - d. Annual budget process for CMC and reporting and expenditure procedures
 - e. Regular communication on waste reduction and waste diversion programs
 - f. improve relations with HRM Council and Staff to achieve a collaborative process

4. Review of Society and CMC agreements
 - a. Retain solicitors to assist in a review of above to solidify our role, membership, access to information and accountability ETC.
 - b. Invite NSE to participate in the review and consider an ongoing role in the program
 - c. Define the role /participation of Mirror

5. CMC structure and operations
 - a. Ongoing role of CMC
 - b. Regular meeting schedule /open to the public?
 - c. Access to meeting dates ,agendas etc via website -transparency

- d. Utilization of an executive committee/special committees
- e. Role of executive director
- f. Participation of Mirror in regular meetings
- g. Participation of NSE
- h. Participation of HRM staff
- i. Utilization of consultants