

HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

Objective

The Human Resources Committee shall be responsible for reporting and recommending policies to Council on matters affecting:

- Alternative delivery of service proposals affecting staff
- Corporate Human Resources Policies
- Collective Bargaining advice and strategy
- Compensation reviews, strategies and adjustments
- Employee Assistance Program
- Employee and Labour Relations
- Employee records and discipline of senior staff
- Human Resources Department operating budget
- Legislative and regulation advice/compliance of a personnel nature
- Non-union Job Evaluation system results
- Occupational Health & Safety
- Staffing and organizational design
- Staff training & development
- Any other items referred to the Human Resources Committee by Council

In accordance with the Hiring Policy, the Human Resources Committee is responsible for recommending to Council, the appointment of a General Manager or Department Head, upon the recommendation of the City Manager.

The Committee, as part of the City's annual Budget process will review and make recommendations on all requests that add to the staff complement.

Composition of the Committee

The Human Resources Committee shall consist of four (4) members of Council one of whom will be the Mayor.

Chairperson

The Chairperson shall be selected from within the members of the Committee

Voting

A quorum will be comprised of three (3) members.
All members of the Committee are entitled to one vote.

Meetings

Meetings will be held as required, usually on a monthly basis.