



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
(519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

Date: May 13, 2020
To: Mayor and Council
Author: Jennifer Galea, Human Resources Manager
RE: Personnel Committee Terms of Reference
Report No.: CS-2020-12

AIM

To provide Council with the draft Terms of Reference that were endorsed by the Personnel Committee ("Committee").

BACKGROUND

On or about September 23, 2019, Council adopted the following motion, amending the composition of the Personnel Committee to include all members of council:

499-2019

Moved By Councillor Kimberly DeYong

Seconded By Councillor Laura Lucier

That the composition of the Personnel Committee be amended to include all members of Council.

The by-law appointing members to the Committee was adopted October 23, 2019.

Administration was unable to locate a copy of the written Terms of Reference (the "Terms") to make the change reflecting this new composition. Therefore, draft Terms of Reference was prepared for the Committee's review and approval.

DISCUSSION

On February 12, 2020, the Committee met to consider draft Terms and a number of closed session matters. Before entering into closed session, the Committee endorsed the Terms, subject to a minor amendment to reflect the remuneration earned by its members for each meeting, and recommended Council adoption of same. The draft Terms are attached at Appendix 'A'.

LINK TO STRATEGIC PLAN

No direct link to the strategic plan.

FINANCIAL CONSIDERATIONS

There are no financial considerations.

CONSULTATIONS

Personnel Committee

RECOMMENDATION

That Council adopts the Terms of Reference for the Personnel Committee, as presented.

Jennifer Galea

Jennifer Galea, CHRL
Human Resources Manager

Jennifer Astrologo

Jennifer Astrologo B.H.K. (Hons), LL.B.
Director of Corporate Services/Clerk

Ryan McLeod

Ryan McLeod, CPA, CA
Director of Financial Services