

## TERMS OF REFERENCE PERSONNEL COMMITTEE

Authorizing or Mandating Legislation: None

Procedural By-law: By-law 55-2016, as amended from time to time

Approved: [DATE]

Evaluation Date: [DATE]

Date of Formation: [DATE]

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### 1.0 PURPOSE

- 1.1 To make recommendations to Council regarding certain personnel matters as they relate to Town operations.
- 1.2 Effectively manage corporate resources and maximize performance in day-to-day operations.

### 2.0 COMMITTEE PARTICULARS

2.1 **Type:** Advisory

2.2 **Resources:**

- 2.2.1 Chief Administrative Officer
- 2.2.2 Director of Corporate Services
- 2.2.3 Human Resource Manager
- 2.2.4 Number of Council Members: All of Council

2.3 **Term:** Term of Council

2.4 **Meeting Frequency:** Quarterly, or more frequently as may be necessary

2.5 **Remuneration:** \$100/meeting

### 3.0 SCOPE OF WORK

The Committee shall:

- 3.1 Review and make recommendations regarding the adoption of human resources policies that are brought forward by Administration.
- 3.2 Be kept informed, in regular intervals, of personnel matters generally.
- 3.3 Be consulted, with the opportunity to provide comments and recommendations, prior to any hiring or terminations decisions being made regarding employees that report directly to the CAO.

**3.4** Provide feedback to be included in the C.A.O.'s annual performance evaluation.

**3.5** In the Committee's discretion, act as a forum to allow employees to discuss issues that were not resolved to that employee's satisfaction and which issues are not covered by any collective agreement.

#### **4.0 REQUIRED SKILLS**

Communications

Risk Management

Critical Thinking/Analysis