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Date: February 18, 2018
To: Mayor and Council
Author: Jennifer Galea, Human Resources Manager
RE: Policy Update- Terms of Reference
Report No.: CS-2018-07

AIM

Obtain council approval to implement the Terms of Reference for the Health and Safety Committee.

BACKGROUND

In accordance with the *Occupational Health and Safety Act*, the Town has established a Joint Health and Safety Committee comprised of union employees and members of management.

Shortly following her hiring, the Human Resources Manager conducted a comprehensive review of the Town's human resources policies and procedures. During this review, it was determined that there were no Terms of Reference (the "Terms") for the already established Joint Health and Safety Committee.

The Terms describe the purpose and structure of a committee. Additionally, Terms give committee members clear direction by stating what needs to be done (the legislated requirements), by whom, and when.

DISCUSSION

The *Act* mandates the creation of Terms for the committee. In addition to defining how the committee operates and its purpose, the Terms help keep the committee on track by clarifying the meeting procedures, and assists new members understand how the committee functions. Terms should be reviewed at least annually.

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

There are no direct financial costs associated with rolling out and training staff on the policy updates. The HR Manager can provide the necessary staff training. The costs include staff time and attendance at the training sessions.

CONSULTATIONS

Peggy Van Mierlo-West, Chief Administrative Officer
Jennifer Astrologo, Director of Corporate Services
Senior Management Team
Personnel Committee

RECOMMENDATION

Council approve the Terms of Reference for the Joint Health and Safety Committee.

Jennifer Galea

Jennifer Galea, CHRL
Human Resources Manager

Jennifer Astrologo

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

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer