



## **Report to Personnel Committee**

Department: Human Resources  
Date: November 26, 2021  
Prepared by: Brandi Sieben  
Submitted by: Brandi Sieben  
Report Number: Human Resources 2021-04  
Subject: Personnel Committee – Terms of Reference  
Number of Pages: 4

### **Recommendation(s)/Conclusion(s)**

It is recommended that:

- i) Human Resources Report 2021-04 be received; and
- ii) That Personnel Committee provide a recommendation for Council approval and adoption of Personnel Committee Terms of Reference.

### **Reason for the Report**

Personnel Committee does not currently have a Terms of Reference.

### **Background**

The Town of Essex's Personnel Committee does not currently have a terms of reference. The terms of reference document is intended to act as a guide for the committee while providing important information such as committee mandates and operational procedures.

### **Financial Impact**

There is no financial impact to the implementation of Terms of Reference for Personnel Committee.

## Consultations

Doug Sweet, CAO

### Link to Strategic Priorities

- ☐ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☐ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☐ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☐ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- ☒ Improve the Town's capacity to meet the ongoing and future service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.



## **Town of Essex**

### **Personnel Committee Terms of Reference**

#### **Purpose**

The Personnel Standing Committee has been established to provide governance and oversight of personnel matters within The Town of Essex.

#### **Mandate**

The Personnel Standing Committee will, consistent with the purpose described above, undertake the following:

- Review in conjunction with the CAO and Manager, HR the CUPE bargaining process and make recommendations to Council regarding negotiation mandates
- Form the Hiring Committee that will participate in the interview process (per Hiring of Employees Policy – Addendum 1) for CAO, Deputy CAO and Director positions
- Review staffing levels in conjunction with the CAO and Manager, Human Resources and make recommendations to Council
- In conjunction with the CAO, Director, Corporate Services, and Manager, HR review Town of Essex pay philosophy and provides recommendations to council on goals and strategic objective relevant to compensation
- Review non-safety related Corporate Human Resource policies, and make recommendations to Council
- Respond to Council requests for advice and information.

#### **Reports**

- Receive reports on recruitment and turnover (annually); and
- Receive summary of employee training (annually).

#### **Size and Membership**

The composition of the Committee shall be as follows:

- 3 Members of Council
- Mayor of the Town of Essex, ex officio

#### **Administration Support**

- CAO
- Manager, Human Resources

- Human Resources Coordinator/Executive Assistant to the CAO

Municipal staff deemed necessary shall also attend meetings for professional and/or technical support to the committee.

### **Committee Procedures**

- The term of the Personnel Committee shall coincide with the term of Council.
- The Committee shall adhere to the Rules of Procedure for the Conduct of Meetings of the Municipal Council and its Committees and Boards By-Law.
- A Chairperson and Vice Chairperson shall be elected from Council committee members at the first meeting of the term, to preside over meetings and committee business.
- The Committee shall meet as frequently as deemed necessary by the Committee.
- Special meetings will be held at the call of the Chair.
- A quorum of fifty (50) percent plus one (1) must be met in order to proceed with the meeting.
- The Committee shall adhere to the Code of Conduct for Council Members, including when the discussion topics fall under the closed meeting provisions of the Municipal Act, 2001.
- Administrative support to the Committee including the recording of minutes, staff support with meeting preparation, support necessary to convening an accessible meeting and other required supports shall be provided by the Human Resources Division.
- Agendas shall be distributed to committee members in advance of the scheduled meeting date and shall be provided in an alternate format, upon request.
- Minutes will be presented at the next meeting of Council for information purposes and/or where a recommendation has been made to Council.

### **Meeting Guidelines**

The following meeting guidelines will be followed by members of the committee:

- We have a shared responsibility for team process and the work of the committee.
- We will respect the opinions of all members and treat each other with respect.
- We will actively contribute to the discussions.
- We will keep open mind to new and different ideas.
- We will respect the confidentiality of all discussions in the meetings.
- We will use open and honest communications with each other at all times.

### **Approval of Terms of Reference**

Terms of Reference will be reviewed and approved at the first meeting of each new committee term.