

# **Township of Douro-Dummer Human Resources Committee**

## **Terms of Reference**

### **1. Purpose and Functions**

The Committee will be responsible for providing guidance to the Administration respecting a wide range of human resource related issues as well as recommending the HR initiatives to Council:

- Staffing changes arising from proposed alternative service delivery proposals which may include both Organizational changes as well as Change management initiatives
- Workplace Health and Safety policies
- Various corporate human resource policies
- Market and internal compensation reviews, and related implementation strategies
- Corporate employee benefit programs as well as employee assistance programs (EAP's)
- Employee and labour relations matters, including collective bargaining (as applicable)
- Performance excellence and employee recognition programs
- Legislative and regulatory advice/compliance which impacts the employees, contractors and others in the corporation
- Job evaluation system results
- Staffing and organizational design
- Staff training and development initiatives
- Employee retention and succession planning initiatives
- Any other items referred to the Human Resources Committee by Council

### **3. Committee Membership**

- 3.1 Committee membership shall comprise of all members of Council
- 3.2 A quorum shall be comprised of 3 of the members
- 3.3 If there is no quorum of the Committee present within thirty (30) minutes of the scheduled start of the meeting, the Chair will:

- Record the names of the members present and those absent, and;
- Conclude the meeting until the next scheduled meeting or the Chair may call for a Special Committee meeting.

#### **4. Officers**

- 4.1 At its first meeting of each year, the Committee shall elect from their members a Chair who shall hold office for a period of one year and is eligible for re-election.
- 4.2 The Chair is responsible for ensuring the effective operation of the Committee. Specific duties of the Chair include, but are not limited to:
  - a) calling meetings to order;
  - b) conducting Committee business in accordance with these Terms of Reference and the Township's Procedural By-Law;
  - c) maintaining regular communications with appropriate Township staff;
  - d) acting as spokesperson and representing the Committee when necessary.
- 4.3 The Committee shall elect from their members a Vice-Chair who shall have all the powers and duties of the Chair when the Chair is absent or otherwise unable to act, and who shall hold office for a period of one year the term and is eligible for re-election.
- 4.4 The Township Clerk or their designate shall be the secretary to the Committee, who shall:
  - a) administer correspondence of the Committee;
  - b) in consultation with the Chair, produce and circulate an agenda as per the Township of Douro-Dummer Procedural By-law;
  - c) record minutes of every meeting of the Committee.

#### **5. Remuneration**

No additional remuneration shall be given for sitting on the Committee.

#### **6. Conflict of Interest**

As outlined in the Municipal Conflict of Interest Act, as amended, where a member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting in which the matter is being considered, the member shall:

- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) not take part in any discussion of, or vote on any question in respect of the matter;

- c) not attempt in way whether before, during or after the meeting to influence the voting on any such question; and
- d) leave the meeting or the part of the meeting during which the matter is under consideration

## **7. Committee Meetings**

- 7.1 Meetings shall be scheduled at the call of the Chair.
- 7.2 All committee meetings shall be open to the public. A meeting or part of a meeting may be closed to the public only as specifically permitted by, and in accordance with, the Municipal Act, 2001.
- 7.3 Will meet at a minimum quarterly, or more frequently as discussed and agreed upon by the Committee. If it is not necessary to meet this often or, if it is necessary to meet more frequently, meetings will be held at the call of the Chair.
- 7.4 Meetings will last no longer than two (2) hours except under extraordinary circumstances.
- 7.5 Meetings will follow a written agenda and minutes will be kept which accurately reflect the recommendations of the Committee.

## **8. Amendments**

- 8.1 Amendments to the Terms of Reference can only be made by Council.
- 8.2 If the Committee wishes to review the Terms of Reference they may do so at any time and make recommendations to Council regarding amendments.