

THE CORPORATION OF THE TOWNSHIP OF LAIRD

By-Law No. 1096-23

BEING A BY-LAW TO ESTABLISH THE TERMS OF REFERENCE FOR THE TOWNSHIP OF LAIRD HR STANDING COMMITTEE

WHEREAS Section 11 (2) of the Municipal Act, 2001 c. 25 S.O. 2001 as amended, authorizes Council to pass by-laws and make such regulations for the governance structure of the municipality and its local boards;

AND WHEREAS Council deems it advisable to adopt the Terms of Reference to set out the responsibilities and to govern the HR Standing Committee;

NOW THEREFORE the Council of the Township of Laird hereby enacts as follows that:

1. That the HR Standing Committee Terms of Reference attached as Schedule 'A' forms part of this by-law.
2. This by-law come into full force and take effect immediately upon the final passing thereof.

Read and Passed in Open Meeting this 21st day of September 2023.

Mayor _____
Shawn Evoy

Seal

Clerk _____
Jennifer Errington



HR Standing Committee Terms of Reference

1. Purpose

The purpose of the HR Standing Committee is to create a combined Staff and Council team to perform the Township Human Resource functions, document review and policy review, as well as perform performance management tasks required to ensure accountability deliverables to constituents.

2. Committee Composition

The HR Standing Committee will be composed of the Mayor, the Clerk, and one member of Council.

3. Commencement of Term

The term of appointment commences after the Inaugural Meeting of the new Council and generally ends at the conclusion of Council's term.

At the first meeting of the term of the newly appointed HR Standing Committee elect a Committee Chair and appoint a Recording Secretary.

4. Meetings

The HR Standing Committee has the authority to hold meetings and present recommendations to Council in support of the committee's purpose.

The HR Standing Committee will call meetings as required, meetings are to be conducted in public, in an accessible location.

The HR Standing Committee shall be deemed to be a Committee of Council and shall adhere to any policies and procedures as provided for under the *Municipal Act, 2001*, as amended and the Township's Procedure By-law, and any other applicable legislation.

Where there is conflict between these Terms of Reference, the *Municipal Act, 2001* or any other Act or Regulation governing the Committee, the Act shall prevail.

5. Attendance by Committee Members

If a member is unable to attend a meeting, he/she should inform the Chair and the Recording Secretary.

6. Quorum

A quorum is a majority of the whole number of committee members, more than

50%, is necessary to form a quorum to exercise its decision-making authority.

If there is no quorum within fifteen minutes after the time appointed for the meeting, the Recording Secretary shall call the roll and record the names of the members present and the meeting shall stand adjourned until the next regular meeting or until a special meeting is called.

7. Responsibilities

The HR Standing Committee shall:

- Be responsible for the establishment and maintenance of policies and procedures related to the Human Resource Activities of the Township;
- Be accountable for the establishment and maintenance of the compensation and performance management systems for employees of the Township;
- Be responsible for the performance management of the senior Township staff (Clerk, Treasurer, Road Superintendent);
- Be responsible for any internal harassment investigations and have the authority to appoint an independent investigator, should the need arise;
- Serve to mediate employee concerns and make recommendations to Council; and
- Be responsible for reviewing human resource policies, organization chart, job descriptions, performance evaluation schedules, etcetera, and make recommendations to Council.

8. Agendas & Minutes

Agenda items should be relevant to the business of the committee and should only include items that require the attention or action of the committee.

Committee members are encouraged to submit agenda items to the Recording Secretary. A deadline may be established for submission of agenda items.

The agenda will be prepared in consultation with the Committee Chair and posted to the Township's website in accordance with the Township's Procedural By-law.

Minutes of meetings represent a clear and accurate account of the business conducted by the committee. Minutes provide a permanent and official record of all proceedings, policy and budgetary decisions. Minutes should only reflect actions and resolutions and not discussions.

The recording secretary will include the minutes of the previous meeting on the agenda for the next scheduled committee meeting for approval.

9. Rules of Procedure & Records

The Procedural By-law shall apply to all committees, a copy of which shall be provided to all members. Where the by-law is silent, the Township Clerk or their

designate is available to assist committees with the interpretation of the rules. Under Section 2(3) of the MFIPPA, as amended, records relating to the business of the municipality, created or received by a body considered part of the municipality, are accessible under the Act.

10. Conflict of Interest

A conflict of interest may arise for committee members appointed by Council when their personal or business interests clash with, or affect the duties and decisions of the committee. These members are required to adhere to the Municipal Conflict of Interest Act, which contains strict rules regulating their participation in matters to which they have a direct or indirect pecuniary interest. The onus to declare a conflict of interest lies with the member and not municipal staff.

At a meeting at which a member discloses an interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the recording secretary of the committee.

Committee members can seek advice from the Township's Integrity Commissioner respecting their obligations under the Township's Code of Conduct for Council, Committees and Boards, local ethical behaviour procedures, rules or policies governing the members, and the Municipal Conflict of Interest Act.

11. Committee Member Conduct

Committee members shall, at all times follow the policies and procedures set out in the Township of Laird's Council/Committee Code of Conduct.

All committee members shall also comply with all applicable Township policies and procedures, including but not limited to:

- Workplace Violence & Harassment Policy

12. Budget and Expenses

The HR Standing Committee shall work within an approved budget and be accountable to Council.