



Personnel Committee

Terms of Reference

Authority: Municipal Act, 2001

Committee Type: Advisory

Lead Support Department: Human Resources

Date Approved: [Click or tap here to enter text.](#)

Review Date: [Click or tap to enter a date.](#)

1. Purpose and Mandate

- 1.1 The purpose of the Personnel Committee is to make recommendations to Council regarding certain personnel issues as they relate to the operations of the Town of LaSalle.
- 1.2 The Personnel Committee is an advisory committee and does not have any delegated authority, except as may be outlined herein.

2. Responsibilities

- 2.1 The Personnel Committee shall have the following responsibilities:
 - Review and recommend to Council human resources policies, as necessary, in consultation with the Chief Administrative Officer and/or Director of Human Resources.
 - Receive information related to employee/labour relations as presented to the Committee by the CAO or Director of Human Resources, and/or their delegate.
- 2.2 The Personnel Committee shall not become involved in the day to day municipal operations, nor direct any member of staff.

3. Membership

- 3.1 The Committee shall be comprised of the following voting members:
 - The Mayor and Deputy Mayor
 - One (1) Member of Council appointed by the Mayor
- 3.2 The Chairperson shall be the Mayor.

- 3.3 The Term of Membership shall be for a minimum of two (2) years, but no more than four (4) years to align with the term of Council.
- 3.4 Administrative resources for the Committee shall include:
- The Chief Administrative Officer and Director of Human Resources, or their designate, to provide information; and,
 - The Director of Council Services/Clerk to provide administrative and procedural support.

4. Meeting Details

- 4.1 The Personnel Committee meetings shall be scheduled on an as needed basis.
- 4.2 Members shall not receive any additional remuneration for attending these meetings.

5. Link to Strategic Plan

Enhancing organizational excellence - Yes
Strengthen the community's engagement with the Town - N/A
Grow and diversify the local economy - N/A
Build on our high-quality of life - N/A
Sustaining strong public services and infrastructure - Yes

6. Related Policies and Reference Documents

None.