

City of Belleville

Report No: DHR 2024-07

Meeting Date: November 25, 2024



To: Mayor and Members of Council
Department: Human Resources
Staff Contact: Marie Doherty, Director of Corporate Services

Subject: Approval of the HR Committee Terms of Reference

Recommendation:

That pursuant to the Director of People and Corporate Services Report No. DHR-2024-07, that the HR Committee Terms of Reference be approved.

Strategic Plan Alignment:

The City of Belleville's Strategic Plan identifies nine strategic themes. This report aligns with each of the City's nine strategic themes and the City's mission statement by providing innovative and efficient services in support of our community's vision.

Background:

The HR Committee was established to foster open lines of communication between the HR Division and Council and to play an advisory role in the establishment and maintenance of HR policies and practices that align with the City's goals and legislative requirements, and that support the effective management and development of the City's workforce.

The HR committee met on August 9, 2024 and October 22, 2024 to establish the attached DRAFT Terms of Reference and has made a motion to approve and recommend to Council.

Financial/Analysis:

N/A

Conclusion:

It is recommended that the HR Committee Terms of Reference be approved.

Attachments:

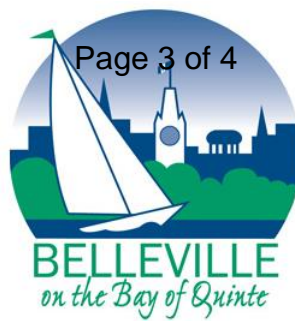
[DRAFT HR Committee Terms of Reference November 2024](#)

Approved by:

Marie Doherty, Director of Corporate Services
Matt MacDonald, Chief Administrative Officer

Status:

Approved - 20 Nov 2024
Approved - 20 Nov 2024



HR Committee - Terms of Reference

1. Purpose

The HR Committee is established to foster open lines of communication between the HR Division and Council. The Committee will play an advisory role in the establishment and maintenance of HR policies and practices that align with the City's goals and legislative requirements, and that support the effective management and development of the City's workforce.

2. Objective

- To advise on HR policies and initiatives to ensure they are in line with best practices and legislative requirements.
- To provide updates on HR initiatives and projects.
- To monitor compliance with relevant employment legislation and regulations.

3. Scope of Work

- Advises and makes recommendation regarding HR best practices; including, recommendations to council, policy development, LR/ER, performance management, training and development and succession planning.
- Reviewing and recommending changes to HR policies that will ensure compliance with employment legislation and best practices.

4. Membership

- Committee membership shall consist of three (3) councillors as well as, the Director of People and Corporate Services and other members of staff.
- Terms of membership will be concurrent with the term of Council.

5. Chairperson and Vice-Chairperson

- A Chairperson is appointed through the Mayors office.
- The Chairperson will be responsible for leading meetings, setting agendas, and representing the committee in communications with the municipal council.

6. Meetings

- The committee will meet on a quarterly basis or at the call of the Chair.

- Minutes will be recorded and distributed to all members and relevant stakeholders.
- Meeting agendas and minutes will be posted on the City of Belleville Committee's page, with the exception of qualifying items discussed In Camera.

7. Reporting

- The committee will provide regular reports and updates to the municipal council on its activities and recommendations.
- Any significant decisions or recommendations will be formally documented and communicated to the council.

8. Confidentiality

- Members must maintain confidentiality regarding sensitive HR matters and discussions held within the committee.

9. Amendments

- The Terms of Reference may be amended by a majority vote of the committee members, with any changes subject to approval by the municipal council.

10. Review

- The Terms of Reference will be reviewed annually to ensure they remain relevant and effective.