

HUMAN RESOURCES COMMITTEE

TERMS OF REFERENCE



ST. WALBURG

2021–2024



HUMAN RESOURCES COMMITTEE OBJECTIVES

- To align with and support the official Town of St. Walburg Strategic Plan 2021–2024
- Accountable and transparent management of the Town’s human resources
- Fostering forthright, factual dialogue and debate as relates to human resource matters

COMMITTEE MEMBERSHIP

- Council Members – 2
- Mayor
- External experts, as determined
- Chief Administrative Officer and Infrastructure Team lead, as requested

EXTERNAL EXPERTS MAY INCLUDE:

- Advisory Committees, ad-hoc
- Human Resources Consultants
- Industry Specialists
- Legal Consultants
- Regulatory Bodies

The Human Resources Committee is a standing committee of the Town Council of St. Walburg, ensuring accountable stewardship of the Town’s human resources. This is not a decision-making body and approaches this advisory role by identifying certain issues, investigating and discussing them, and proposing strategic advice to Council as a whole. In all matters, this standing committee will ensure that the Town’s human resources structure aligns with and supports the official Town of St. Walburg Strategic Plan 2021–2024.

Standing committees are an important resource in helping Council make wise decisions, resulting in the best service provision for the residents of St. Walburg. To be effective, this standing committee consists of qualified, knowledgeable members who are intrinsically motivated; the committee will engage with external expert resources as required. They will meet regularly and uphold clear, well-communicated expectations and outcomes.

Purpose

To provide advice and recommendations on the Town’s human resources management initiatives, policies, risks, and strategies.

To determine effective human resource and organizational structures.

To consider and explore existing and proposed human resources bylaws, policies, and standards of practice.

Scope

The Human Resources Committee shall be responsible for review and recommendation of the short- and long-term planning of human resources, with consideration of the following key areas of accountability.

- Organizational structure
- Employment and contract recruitment
- Job descriptions, including key accountabilities and responsibilities
- Issues management and conflict resolution
- Consistent, ongoing review of OH&S best practices as relates to human resources
- Regular review of competencies and evaluation of performance and benefits