



Municipality of Lakeshore

Executive Committee Terms of Reference

1.0 Purpose

- 1.1** Discuss human resources matters for the Municipality including policy direction, levels of service and compensation relative to the Municipality's human capital assets.
- 1.2** The Committee shall conduct itself within all applicable legislative frameworks as amended from time to time including (but not limited to) the *Municipal Act, 2001*, the *Employment Standards Act*, Council Code of Conduct, *Human Rights Code*, and applicable collective agreements.

2.0 Scope

- 2.1** The Committee shall function in an advisory capacity to Administration and shall be responsible for reviewing human resources matters that require Council approval prior to Administration presenting to Council.
- 2.2** The Committee will provide recommendations to Council regarding the following:
 - 2.2.1** Council policies regarding human resources matters;
 - 2.2.2** Key human resources performance metrics, including recruitment and health and safety;
 - 2.2.3** Staff and Council compensation and benefits;
 - 2.2.4** Mandates for all bargaining negotiations;
 - 2.2.5** Council policies pertaining to staffing matters with respect to attraction and retention.
- 2.3** The role of the Committee is subject to the role of Council as outlined in sections 224 and 225 of the *Municipal Act, 2001*.

3.0 Membership

- 3.1** The Committee will be composed of:
 - 3.1.1** the Mayor;
 - 3.1.2** 1 member of Council elected by Council;

3.1.2.1 The election of the member of Council will follow these steps:

3.1.2.1.1 Members who are interested would submit their names during a meeting of Council or approve the submission of their name by another member of Council.

3.1.2.1.2 A private ballot election would be held when more than one member of Council is brought forward.

3.1.3 the Division Leader – Workforce Development or delegate; and,

3.1.4 the Chief Administrative Officer (CAO) or delegate.

3.2 If the Mayor is not available, then the Deputy Mayor will be asked act as the Mayor's delegate.

3.3 If the Deputy Mayor or the member of Council is not available, then the member of Council delegated on the Mayor's Acting Schedule will be requested to participate as a delegate.

4.0 Meeting & Reporting

4.1 The meetings shall be semi-annually unless otherwise requested by any member of the Committee.

4.2 The Chair will be the Division Leader – Workforce Development or delegate.

4.3 The scheduling of the meetings shall be coordinated by Workforce Development in collaboration with Legislative Services and the Executive Assistant to the Mayor and the CAO.

4.4 Meeting notice, circulation of agendas and minutes, and meeting procedures will adhere to the provisions in the Municipality's Procedure By-law.

4.5 Recommendations to Council as a result of public open session Committee meeting minutes shall be listed for adoption on the Regular Council Agenda. Council may vote on the recommendations collectively or may vote on each recommendation separately.

4.5.1 Where recommendations of the Committee are different from the recommendations of Administration, Council will be presented with all recommendations to deliberate.

4.6 Committee meetings shall be held in public open session. However, a Committee meeting may be closed to the public or proceed into closed session if the subject matter being discussed is one of the exceptions permitted by Section 239(2) or (3.1) of the *Municipal Act, 2001*.

4.6.1 The Clerk shall advise on the requirements and attend any closed session.

5.0 Conflict of Interest

5.1 Members shall comply with the *Municipal Conflict of Interest Act, Council Code of Conduct, Employee Code of Conduct* and the Municipality of Lakeshore's Procedure By-law.

6.0 Confidentiality

6.1 Confidentiality regarding human resources matters is critical. All participants in the Committee must not discuss confidential information outside of the Committee meetings. Only matters discussed in open session may be discussed openly.

6.2 Breach of confidentiality may require the person who is responsible for the breach of confidentiality to be removed from the Committee.

6.3 Breach of confidentiality may result in increased risk of allegations of violations of Human Rights Code, AODA, Employment Standards, and any other relevant legislation. Fines and litigation from breach of confidentiality may be levied against the person who allegedly violated the confidentiality as well as against the Municipality.

6.4 Breach of confidentiality by a member of Council may lead to a complaint submitted to the Integrity Commissioner.

7.0 Remuneration:

7.1 This is a volunteer committee and non-employee members shall not receive remuneration for participation.

8.0 References

8.1 *Municipal Act, 2001*

8.2 *Human Rights Code, 1990*

8.3 *Municipal Conflict of Interest Act*

- 8.4 *Council Code of Conduct*
- 8.5 *Employee Code of Conduct*
- 8.6 Council approved HR policies

9.0 Review of Terms of Reference

- 9.1 These terms of reference will take effect as of January 1, 2024.
- 9.2 The Committee will be established and operational for the term of Council 2022 to 2026.
- 9.3 These terms of reference shall be reviewed and updated from time to time by the Committee on the advice of the Division Leader – Workforce Development.

10.0 Revision Log

Date	Change	Author	Date adopted by Council
Dec 12, 2023	New	Division Leader - Workforce Development	