

TOWN OF OYEN

In the Province of Alberta

BY-LAW No. 893-22

A BY-LAW TO ESTABLISH A PERSONNEL ADVISORY COMMITTEE AND PROVIDE FOR THE APPOINTMENT OF MEMBERS THERETO

WHEREAS section 145 of the *Municipal government Act Revised Statutes of Alberta*, CHAPTER M-26, provides that the council of municipality may, by by-law, establish a municipal committee to advise and assist the council on all matters relating to the Municipality; and

WHEREAS the Council of the Town of Oyen deems it advisable to establish such a committee and provide for the appointment of members thereto;

THEREFORE the Council of the Corporation of the Town of Oyen enacts as follows:

1. A municipal Personnel committee is hereby established, to be known as the "Oyen Personnel Committee".
2. That the Oyen Personnel Committee is established to advise and assist Council on all matters within the jurisdiction of the Council of the Corporation of the Town of Oyen under the *Municipal government Act Revised Statutes of Alberta*, as amended from time to time.
3. The committee shall consist of a minimum of three members of Council.
4. The Council of the Corporation of the Town of Oyen may, by resolution, replace members as terms of membership expire, or appoint from time to time such new members as it considers desirable.
5. That the Terms of Reference of the Oyen Personnel Committee are set out in Schedule "A" attached hereto and forming part of this By-law.
6. This by-law shall come into force and take effect on the date of its passing.

7. Read a first time this 14th day of June, 2022.

Read a second time this 14th day of June, 2022.

Presented for third reading this 14th day of June, 2022

Read a third and final time this 14th day of June, 2022

Town of Oyen



Doug Jones, Mayor



Debbie Ross, CAO

Appendix "A" Bylaw # 893-22
THE OYEN PERSONNEL COMMITTEE OF COUNCIL

TERMS OF REFERENCE

The Personnel Committee advises Council on matters relating to personnel policies and practices, compensation and benefits, employee relations, staffing and organizational structure. The Committee will also provide a forum for dialogue, communication and education.

1. Role of the Personnel Committee

Specific responsibilities include, but are not limited to:

- a. Devise, implement, and maintain a mechanism for the performance evaluation of the CAO.
- b. Ensure the CAO is performing annual evaluations on all other employees.
- c. *When referred to by Council*, hear employee grievances that have been unresolved at the steps designated in the various personnel policies.
- d. To ensure the Health and Safety of staff employed by providing appropriate PPE, tools and equipment and to train staff as necessary to safeguard their health & safety at work.
- e. Review and/or establish employee recruiting and retention procedures.
- f. Recommend annual salary range adjustments and annual salary and wage rate adjustments of Town employees.
- g. Have oversight of all Town approved personnel policies with the Town, including sick leave, vacations, paid holidays, and leave of absence.
- h. Make recommendations for the staffing levels of departments of the Town.
- i. Review departmental requests for creation, deletion, reallocation, and reclassification of positions.
- j. Review and make recommendations for the employee insurance benefit programs, including medical, dental, life, and worker's compensation.
- k. Acts as a review board for employees regarding disciplinary action taken by Department Heads.
- l. All Members must preserve confidentiality for all individual staffing matters pertaining to the business of the Committee in the course of their duties
- m. Other duties as may be assigned by action of the Common Council.

2. Authority

- The Committee is authorized by Council to undertake work to effectively and efficiently meet the objectives described of its role;
- The Committee will refer all relevant decisions to Council unless Council has resolved to delegate the decision on the agenda to the Committee;
- No authority to purchase or commit anything under the name of, or on behalf of the Town of Oyen

3. Meetings

- One member will be appointed by vote of the committee at the first meeting of each term to chair the meetings for that term. The committee will also, at this time, select a vice- chair and secretary for the same duration
- The Committee will hold a minimum of four (4) quarterly meetings with additional meetings at the call of the Chair.

- The date and time of the regular meetings will be established at the first meeting of each term.
- Meetings will have a formal agenda.
- Agendas and information packages, that will include the minutes from the previous meeting, will be sent (via mail, e-mail, or fax) to Committee Members prior to each meeting.
- Notice of any meeting must be given to Committee members and posted for the public a minimum of 24 hours prior to the meeting;
- Meetings must be held in a public place accessible to the public;
- Minutes of meetings (in accordance with legislative requirements) will be kept and provided to all Committee Members and Council within three working days of the meeting;

4. Quorum

- The prescribed number of members of the Committee constitutes a quorum of the Committee and no business can be transacted at a meeting unless a quorum is present. The prescribed number of members of a Committee is $\frac{1}{2} + 1$;
- If at the commencement of the Committee Meeting (as advertised in the Notice of Meeting) a quorum cannot be obtained, the Chair shall wait for 15 minutes from the advertised time of Notice of Meeting to allow for a quorum to be obtained;
- If after the prescribed 15 minutes has lapsed and a quorum is not present, the Committee shall adjourn to another time and date.

5. Role of the Chair

The Chair is responsible for insuring the smooth and effective operation of the Committee and its roles. This will include responsibility for:

- Calling the meetings to order.
- The Chair is encouraged to create an informal atmosphere to encourage the exchange of ideas such as, using a roundtable format.
- Creating an agenda in consultation with the Secretary.
- Chairing the meetings.
- Acting as spokesperson.
- Representing the Committee on other committees when necessary.
- The Chair shall conduct meetings in accordance with the Town's Procedural By-law
- In the absence of the Chair, these responsibilities will be undertaken by the Vice-Chair.

6. Role of the Secretary

The Secretary is responsible for ensuring a complete up to date record for the Committee.

- In liaison with the Chair, arrange date, time and venue for meetings.
- In liaison with the Chair, set agendas and circulate to the members two business days prior to the meeting.

- Circulate draft minutes to the members.
- Keep a complete up to date record of the committee minutes.

7. Role of Members

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- Attend all regular scheduled meetings. Members are required to notify the Chair, Secretary or the designated municipal staff liaison if they are unable to attend a meeting.
- Review all information supplied to them.
- Prepare information for use in the development of materials for the Committee.
- Promote the role of the Committee.
- Offer input to committee reports to Council.

8. Role of Municipal Staff

The Town of Oyen, by its nature and purpose, affects and is affected by many different Municipal departments. Assistance will be provided on an as required basis from various departments. Municipal staff will be responsible for carrying out the following functions with respect to the Committee:

- Acting as an information resource.
- Orientation of Committee members at the first meeting after Council appointment.
- Assist the Committee in its reporting to Council
- Provide correspondence to the Committee.

9. Reports to Council

The Committee may advise and make recommendations to Council in accordance with its role. Reports may be submitted as follows:

- By a Council representative.
- By the Chair or the designated representative.
- Minutes from the Committee meetings.
- Written reports.

An annual report will also be submitted to Council at the beginning of each new year outlining the Committee's accomplishments in the previous twelve months.