Personnel Standing Committee

Terms of Reference

The Personnel Standing Committee is established in accordance with Section 141 of the Community Charter to provide governance and oversight of personnel matters within The District of Saanich.

Mandate

The Personnel Standing Committee will, consistent with the purpose described above, undertake the following:

- Review in conjunction with the CAO the CUPE and IAFF bargaining process and make recommendations to Council regarding negotiation mandates;
- Review staffing levels in conjunction with the CAO and make recommendations to Council;
- Review in conjunction with the CAO hiring processes for Officers – when external search consulting is considered and make recommendations to Council;
- Review in accordance with policies, contracts and compensation for Officers and make recommendations to Council;
- Respond to Council requests for advice and information.

Reports

- Receive reports regarding performance reviews of Officers (annually)
- Receive reports regarding direct award contracts for Officer positions (Personnel related only)
- Receive reports on CUPE grievances (bi-annually)
- Receive summary reports of external staff complaints (bi-annually)

Meetings

The Personnel Standing Committee will meet four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year.

Special meetings will be held at the call of the Chair.

The meeting rules and procedures will be in accordance with the Council Procedures Bylaw.

Membership

The Mayor will appoint four elected members of Council in accordance with Section 141 of the Community Charter, appointing one member of Council as Chair.

The Mayor will sit on the committee ex-officio unless self-appointed as Chair.

Staff Support

The Administration and Corporate Services (Human Resources) departments will provide the required professional support.

The Administration department will provide secretarial and administrative support.

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