

VILLAGE OF KITSCOTY
In the Province of Alberta
BYLAW NO. 2023-06 Personnel Committee of Council

A BYLAW TO ESTABLISH A PERSONNEL ADVISORY COMMITTEE AND PROVIDE FOR THE APPOINTMENT OF MEMBERS.

WHEREAS section 145 of the *Municipal Government Act, Revised Statutes of Alberta 2000*, Chapter M-26, provides that the council of municipality may, by bylaw, establish a municipal committee to advise and assist the council on all matters relating to the Municipality; and

WHEREAS the Council of the Village of Kitscoty deems it advisable to establish such a Personnel Committee and provide for the appointment of members;

WHEREAS the Personnel Committee advises the Council on matters relating to personnel policies, practices, compensation, and benefits. The Committee will also provide a forum for dialogue, communication, and education with the Chief Administrative Officer on personnel matters. Recognizing the authority of the Chief Administrative Officer by Bylaw to address all human resources functions of the Village of Kitscoty.

THEREFORE the Council of the Village of Kitscoty enacts as follows:

1. A municipal Personnel committee is hereby established, to be known as the “Village of Kitscoty Council Personnel Committee”.
2. That the Village of Kitscoty Personnel Committee is established to advise and assist Council on personnel matters within the jurisdiction of the Council of the Village of Kitscoty under the *Municipal Government Act Revised Statutes of Alberta 2000*, Chapter M-26, as amended from time to time.
3. The committee shall consist of a minimum of two members of Council and nominated at annual Organizational Meeting.
4. The Council of the Village of Kitscoty may, by resolution, replace members if so desired or required prior to Annual Organizational Meeting.
5. Role of the Personnel Committee
 - Devise, implement and maintain a mechanism for the performance evaluation of the Chief Administrative Officer for annual reviews
 - Prepare with input from all members of Council, an annual performance evaluation of the Chief Administrative Officer and provide a forum for discussion and feedback of the presented annual performance appraisal to the Chief Administrative Officer
 - Have oversight of all Village approved personnel policies with the Village, including sick leave, vacations, paid holidays and leave of absence.
 - All Members must preserve confidentiality for all individual staffing matters pertaining to the business of the Committee in the course of their duties.
 - Provide an open forum between the Chief Administrative Officer and Council in regard to personnel
6. 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.

7. 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 hold meetings at the call of the Chair.
- Meetings will have a formal agenda in accordance with the Village of Kitscoty Council Procedural Bylaw.
- 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 to 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.

8. 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.
- 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.

9. Role of the Chair

The Chair is responsible for ensuring the efficient and successful 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.
- Chairing the meetings.
- Acting as spokesperson.
- The Chair shall conduct meetings in accordance with the Village of Kitscoty Council Procedural Bylaw.

10. Role of Members

Membership of 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.
- Review all information supplied.
- Prepare information for use in the development of materials for the Committee.
- Offer input to committee reports to Council.

11. Reports to Council

The Committee may advise and make recommendations to Council in accordance with its role. Reports may be submitted as follows or submitted to the Chief Administrative Officer as an agenda item at a Regular Meeting of Council:

- By a Council representative.
- By the Chair of the designated representative.

- Minutes from the Committee meetings.
- Written reports.

This Bylaw comes into force and effect when it has received third reading and has been duly signed by the Mayor and Chief Administrative Officer.

READ a first time this 20th day of November, 2023.

READ a second time this 20th day of November, 2023.

READ for a third and final time with passing this 20th day of November, 2023.



Beel
Chief Elected Official

[Signature]
Chief Administrative Officer