



TERMS OF REFERENCE

HUMAN RESOURCES COMMITTEE

The Human Resources Committee is a Standing Committee of the Board which acts in an advisory capacity to the FVRD Board. Decisions on matters brought before the Committee rest with the Board.

Purpose & Objectives

The mandate of the Human Resources Committee includes:

- Ensuring the successful recruitment, performance, development and support of the Chief Administrative Officer (CAO)
 - Leading the recruitment process for vacancies
 - Determining the CAO performance review process and reporting results back to the FVRD Board of Directors
 - Reviewing and recommending to the Board the compensation package for the CAO
- Reviewing operational matters brought forward by the CAO such as
 - hiring and dismissal decisions concerning senior management
 - proposed major changes in organizational structure
 - issues which are perceived to expose the Fraser Valley Regional District Board to legal risk or liability which require a strategic response or decision by the Board, except routine risk management issues.
- In advance of collective bargaining, the CAO will bring recommendations forward regarding contractual and compensation matters.
- Reviewing matters with respect to governance and the responsible/ethical conduct of Fraser Valley Regional District Board Members.
- In accordance with the *Local Government Act* and the *Community Charter*, acting in the capacity of an administrative tribunal for purposes of investigating a matter related to the administration of the Fraser Valley Regional District; summoning witnesses for examination on oath; and requesting the production of documents.
- Identifying the need for, and developing draft Board Policy, Procedures and Operational Guidelines.
- Identifying the need for and developing Board training modules.

- Reporting out and making recommendations to the Fraser Valley Regional District Board regarding any matter within the Human Resources Committee mandate.
- Other matters at the direction of the Fraser Valley Regional District Board.

Membership

Committee members will be appointed by the Chair of the Board and include 4 members, one of whom is the FVRD Board Chair. The Chair of the Human Resources Committee will be decided by the committee members once appointed. Quorum will be a majority of the members of the committee. Staff attendance will include the CAO and Corporate Officer, and other senior staff when needed.

Frequency of meetings

The Human Resources Committee will meet quarterly (March, June, September, December) or at the request of the Chair.