



R.M. of Frenchman Butte No. 501

POLICY TITLE Human Resource Committee Policy		ADOPTED BY RM Council Resolution No. 2024-10-01-002 EFFECTIVE DATE October 1, 2024	POLICY NO. 900-10
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended: Rescinded:	Resolution No. Resolution No.

1. Purpose

The purpose of this policy is to establish the framework and procedures for the Human Resources (HR) Committee of the RM of Frenchman Butte No. 501. The HR Committee will provide oversight on HR-related matters, including recruitment, compensation, disciplinary actions, and adherence to relevant employment laws, such as **The Saskatchewan Employment Act** and **The Municipalities Act**. However, the Committee shall **not** be involved in the day-to-day management or operations of municipal staff.

2. Definitions:

- **CAO:** Means Chief Administrative Officer for the Rural Municipality of Frenchman Butte No. 501.
- **Council:** Means Council for the Rural Municipality of Frenchman Butte No. 501.
- **Employee:** Means Employee of the Rural Municipality of Frenchman Butte No. 501, which includes Full-Time, Part-Time, Seasonal, Summer Students and Casual.
- **Employer:** Means the Rural Municipality of Frenchman Butte No. 501.
- **Manager:** Means person in managerial position, managerial positions are the CAO, Public Works Foreman and Infrastructure Manager.
- **Municipality:** Means the Rural Municipality of Frenchman Butte No. 501.
- **R.M:** Means the Rural Municipality of Frenchman Butte No. 501.

4. Committee Composition

The HR Committee will consist of:

- **Council Representation:** Two council members, including the Reeve or Deputy Reeve, appointed by resolution at the first council meeting of each year.

- **CAO or Designated Officer:** The Chief Administrative Officer (CAO) will act as a liaison and advisor to the committee and ensure adherence to municipal policies and procedures.
- **Advisors:** External HR consultants or legal advisors may be invited when necessary, with council approval, particularly in complex HR cases.

5. Duties and Responsibilities

The HR Committee is responsible for providing governance and strategic oversight related to HR matters **but does not have authority over daily management activities**. Day-to-day management of RM staff, including the assignment of duties and operational tasks, remains the responsibility of the CAO, as mandated by **The Municipalities Act**

The HR Committee's specific responsibilities include:

- **Recruitment and Selection:**
 - Assisting in recruitment strategies for key positions (e.g., CAO, Public Works Foreman and Infrastructure Manager) but not involved in the operational hiring of regular staff.
 - Ensuring recruitment processes comply with relevant employment laws.
- **Performance Management:**
 - Reviewing annual performance evaluations for the CAO, with recommendations to council, while the CAO handles performance reviews for other staff.
- **Disciplinary Actions and Grievances:**
 - The committee provides guidance on serious disciplinary actions as escalated by the CAO but does **not** intervene in regular staff management or operational discipline.
- **HR Policy Review:**
 - Conducting an annual review of HR policies to ensure compliance with **The Municipalities Act** and relevant provincial legislation.
- **Compensation and Benefits:**
 - Recommending changes to salary structures, benefits, and other compensation-related matters. The Committee does not manage payroll or day-to-day benefits administration, which remains with the CAO.
- **Conflict Resolution:**
 - Acting as an advisory body on disputes between the council and the CAO or between staff, CAO and the council, ensuring that operational issues are referred to the CAO for resolution.

6. Day-to-Day Operations

The HR Committee is not authorized to manage or interfere in the daily operations of the municipality's staff. All operational decisions, including the delegation of tasks and day-to-day staff management, are the exclusive responsibility of the CAO.

- The CAO, as per **Bylaw 2021-08** and **The Municipalities Act**, holds the authority to manage municipal staff, allocate duties, and oversee operational decisions.
- Any input from the HR Committee regarding staffing must be communicated through recommendations to the council, which the CAO will then implement, if necessary.

5. **Meetings**

- The HR Committee will meet quarterly or as required. All meeting agendas will be prepared by the CAO and distributed 48 hours prior to the meeting.
- Minutes from each meeting will be recorded by the CAO and submitted to council for review.

7. **Reporting**

The HR Committee is accountable to the council and will provide reports on recommendations after each meeting. These reports will not include involvement in day-to-day operations but will focus on strategic HR issues.

8. **Confidentiality**

All matters discussed by the HR Committee must remain confidential. Committee members will sign confidentiality agreements upon appointment.

9. **Amendments**

This policy may be amended by resolution of the council. Amendments must comply with **The Municipalities Act, The Saskatchewan Employment Act**, and other relevant provincial legislation.

10. **Authority**

The HR Committee operates under the authority of **The Municipalities Act**, which allows the council to establish committees for oversight, but not for daily management of staff.

11. **Responsibility/Interpretation/Repealing:**

All Appendices attached to this policy may be amended from time to time based on operational need.

This policy shall be administered and interpreted by the CAO; however, this policy cannot be amended without Council approval.

This policy repeals and rescinds all previous policies and resolutions that have been passed by the Council of the Rural Municipality of Frenchman Butte No. 501 with respect to the application of any and all parts of this policy and the terms and conditions contained herein.

This policy shall come into force and take effect on October 1, 2024 and shall continue in full force and effect until repealed or amended by subsequent resolution of Council.