

THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1492-26

Being a by-law to establish a Personnel Committee and Delegate Certain Human Resources Authority

WHEREAS the Council of the Township of Hilton deems it necessary and desirable to establish a Personnel Committee to provide guidance and decision-making in certain human resources matters;

AND WHEREAS Section 8 and Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorize municipalities to pass by-laws respecting governance structures and delegating certain powers;

AND WHEREAS Council wishes to delegate limited authority to a committee of Council to make certain binding decisions respecting personnel matters while ensuring compliance with the *Municipal Act, 2001*;

NOW THEREFORE the Council of the Corporation of the Township of Hilton enacts as follows:

1. ESTABLISHMENT

- 1.1 A committee of Council to be known as the Personnel Committee is hereby established.
- 1.2 The Personnel Committee shall consist of three (3) members of Council, appointed by resolution.

2. MANDATE AND AUTHORITY

- 2.1 The Personnel Committee shall provide oversight and guidance on human resources matters, including but not limited to:
 - Hiring and termination of staff (excluding CAO, if applicable)
 - Performance evaluations
 - Discipline matters
 - Compensation adjustments within approved budgets
 - Human resources policies
- 2.2 The Personnel Committee is delegated authority to make **binding decisions** in the areas explicitly identified above, subject to compliance with applicable legislation, policies, and collective agreements.
- 2.3 This delegation does not include authority over matters prohibited from delegation under *Section 23.3 of the Municipal Act, 2001*.

3. LIMITATIONS

- 3.1 The Committee may not exceed the scope of delegation as defined in this by-law.

3.2 A confirmatory by-law shall be passed at the next regular meeting of Council following the Personnel Committee meeting for decisions to have full legal effect.

4. MEETINGS

4.1 The Personnel Committee shall establish its own meeting schedule, agendas as needed.

4.2 Meetings shall be conducted in accordance with the Municipal Act, 2001 and the Township's Procedural By-law.

4.3 Meetings may be held in closed session in accordance with Section 239 of *the Municipal Act, 2001*.

5. REPORTING

5.1 The Committee shall report all decisions and directions to Council.

6. EFFECTIVE DATE

6.1 This By-law shall come into force and effect on the day of passing.

Read a first, second and third time and finally passed this 11th day of February, 2026.



Dave Leask, Deputy Reeve



Sara Dinsdale, CAO/Clerk-Treasurer