

Logo

Community Government Name

Section/Number: Human Resources – 001	Approval Date: (DD/MM/YY)
Subject: Human Resource Planning	Amendment Dates:
Policy	
Council will approve an annual Human Resources (HR) Plan for the Community Government.	
Definitions	
N/A	
Guidelines	
<ol style="list-style-type: none">1. The HR Plan must be consistent with the mission, mandate and goals and objectives of the Community Government.2. The Senior Administrative Officer (SAO) and/or his/her delegate will be responsible for preparing the annual draft HR Plan.3. The HR Plan must include, but not be limited to:<ol style="list-style-type: none">3.1. The vision, mission, goals and priorities for the Community Government3.2. The human resource needs of the Community Government3.3. The human resources supply for the Community Government3.4. Gaps between the human resource needs and supply3.5. Board strategies for filling the gaps.4. The SAO/delegate will provide the draft annual HR Plan to Council for consideration.5. Council will approve, recommend changes to, or reject the draft HR Plan.6. The HR Plan will be revised and/or finalized.7. The SAO/delegate will be responsible for monitoring and reporting on the HR Plan at the conclusion of each fiscal year.	
Attachments	
N/A	
References	
MACA ICSP and HR Planning Document (http://www.nwtac.com/ICSP%20Documents/ICSP%20HR%20Plan%202009%20.pdf)	

Commented [srb1]: We need to have a discussion about what this is and how it relates to the ICSP.
I am not certain about this requirement.
Lets talk!