



**Overview:**

The Human Resources Committee is responsible for oversight of the University's human resources strategies, policies, and procedures. The Committee will strive to develop those strategies in a way which attracts, motivates, and retains highly qualified employees who reflect the communities served by the University and possess the skills required to further the University's vision and meet the goals of its strategic plan.

**Responsibilities:**

Appointment and Dismissal of employees

1. Make recommendations to the Board with respect to the appointment or dismissal of the President and Vice-Chancellor or any other appointment or dismissal of an employee of the University which requires Board approval pursuant to legislation, University policies or Board by-laws, resolutions, or regulations.

Senior Management remuneration and performance

2. Set and evaluate, on behalf of the Board, the President and Vice-Chancellor's performance goals for each fiscal year and make recommendations to the Board with respect to annual salary adjustments and performance-related pay, if applicable.
3. Receive and consider the recommendations of the President and Vice-Chancellor with respect to the annual performance and compensation review for the Vice-Presidents, and make recommendations to the Board with respect to annual salary adjustments and performance-related pay, if applicable
4. Review and recommend for approval by the Board annual compensation increases for employees (not including grant-funded employees) where authority has not been otherwise delegated by the Board .

Staff Relations

5. Review draft collective bargaining agreements and recommend to the Board for ratification
6. Exercise the powers of the Board of Governors upon any other matters relating to the negotiation and administration of an agreement with any group of employees whether academic or support staff of the University including instructing the collective bargaining team of the University, including approving the mandate for the collective bargaining team of the University as it relates to financial or material aspects.

7. Receive and review regular reports from University Administration summarizing the status of staff and faculty grievances, including any financial implications for the University.

#### Human Resources Strategy

8. Review the University's succession plan, including an assessment of readiness, and succession of the President and Vice-Chancellor and senior leadership positions within the University as a whole.
9. Oversee the University's human resources strategy in support of the University's vision and strategic plan, including strategies related to employee engagement, recruitment, retention, development, well-being, compensation and organizational design.
10. Review and monitor the University's health, safety and wellness policies in relation to employees and students and make recommendations to the Board regarding action and/or changes when warranted.
11. Recommend to the Board new or amended human resources policies as proposed by the President and/or the Associate Vice-President (Human Resources).
12. Review and monitor the University's compliance with all legislation relating to human resources, including employment, equity, diversity and human rights, and health and safety legislation.

#### **Membership and procedure:**

13. All meetings of the Human Resources Committee shall be held in closed session.
14. The minutes of any meetings of the Human Resources Committee shall be confidential and shall not be distributed other than to the members of the Human Resources Committee, except that any voting member of the Board of Governors may have a copy of minutes on request to the Secretary. The Human Resources Committee shall, from time to time, report on its activities to the Board of Governors, as required.
15. The Committee shall be comprised of the following:
  - a . Voting members:
    - i. Chair of the Board (ex-officio)
    - ii. Vice-Chair of the Board (ex-officio)
    - iii. Between four and six voting Board members
  - b . Non-voting members:

- i. President and Vice-Chancellor (ex-officio)
- ii. University Secretary (ex-officio)

16. At least one member of the Human Resources Committee shall have accounting or related financial management expertise.
17. The non-voting members of the Committee shall be excluded from the Committee's deliberations as appropriate.
18. The Committee chair shall be appointed by the Board of Governors from among the voting members, in accordance with the General Bylaws.

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Terms approved by the Board of Governors on September 6, 2023