



## Human Resources Committee Report

Meeting Date: Feb 27th 2017

Item:	Human Resources Committee Report
Author:	Andriy Katyukha, Vice Chair of the Board of Directors
Purpose of Report:	Decision

**Items Discussed:** (all supporting documents/agenda reports will be hyperlinked/attached to the report)

### Health and Safety Policies

The annual Health & Safety policy review has been conducted with updates incorporating changes in legislation, title and language updates and legal recommendations.

The HR Committee discussed proposed changes to the policies being brought forward and recommends that the Board approve the policies.

### Hazard Assessment

As part of the Board's risk assessment, a hazard assessment of the USC's physical environment was commissioned by an external health & safety consultant. This assessment addresses and assesses the various health & safety related risks and prescribes controls. The USC has created a process to ensure these risks are managed and assessed on a continual basis on a departmental level to mitigate risk.

In April 2016 the Board of Directors, as a result of the 2016 Risk Report, tasked management with completing an in-depth assessment of health & safety risks. The HR Committee received and discussed the most significant risks identified in the hazard assessment. The Committee was satisfied that management was proactively taking steps to mitigate the most significant risks.

### Winter Retreat Feedback

Director feedback was compiled from various exercises at the Winter Board Retreat training day held on February 11th, 2017. This feedback will provide direction and framework for changes, structure, and improvements moving forward in areas such as training, communications, and Mentorship.

**Commented [1]:** Karla, when you post the HR policies can you also provide the "exec summary" that highlights the changes to those policies? In the HR comm meeting there was a document that highlighted these changes

The HR Committee reviewed the feedback and requests that the Board discuss and create recommendations to be implemented in the 2017-18 year.

Board of Directors Chair ToR's and Offer Letter

Board of Director Terms of Reference and Offer Letter improvements and recommendations for consideration. McKenzie Lake reviewed the documents and provided feedback.

The HR Committee followed up on discussions that occurred at the 2017 Board Retreat and recommends that the Board approve the Director Terms of Reference and Chair Offer Letter. As discussed, Terms of Reference are necessary in order to align directors' expectations regarding anticipated time commitment and performance standards. Further, the role of Chair of the Board has grown as the Board has moved to an independent body in the USC. As a result of the USC's growing governance needs, the Board should approve the Chair Offer Letter, setting expectations and performance standards for the Chair, beginning in the 2017-18 year.

Recommendations:

Be it resolved that the amended Health and Safety Policies are approved by the HR Committee and forwarded to the Board of Directors for Final Approval.

Be it further resolved that, the Board approve the Board of Directors Terms of Reference and the Chair Offer Letter, for use beginning in the 2017-18 year.

Be it further resolved that, the Board will review and approve the Board of Directors Terms of Reference and the Chair Offer Letter annually, prior to the USC's Annual General Meeting.

**Commented [2]:** Andriy, please provide comments on this. I don't want to make the report too long (we can supplement with a verbal explanation) but feel free to add/change.

Salary/honorarium considerations should be discussed separate, and potentially in camera.

**Commented [3]:** +karla.pacheco@westernusc.ca get recommendations from Isaac for this report.  
\_Assigned to Karla Pacheco\_

