



Human Resources Committee Report

Meeting Date: October 27th, 2017

Item:	Human Resources Committee Report
Author:	Peter Hill, Chair of the Human Resources Committee
Purpose of Report:	Information and Actionable Items

Recommendations:

(1) Gap Analysis

As previously requested, a comprehensive gap analysis of senior management positions was received by the Human Resources (HR) Committee on October 16th, 2017. After review, the below motion was unanimously passed by the HR Committee:

“Whereas the HR Committee has received the Gap analysis prepared by the COO, be it resolved that the HR Committee recommend to the board that the board task the CEO and COO with preparing a procedure to ensure the continued review of the GAP Analysis.”

(2) Nomination Committee

Discussion over the previous three HR Committee Meetings has led to the Committee’s recommendation that the Nomination Committee be absorbed by the HR Committee. Reasons leading to this recommendation include: (a) hiring is a large HR function, and (b) more members added to the HR committee will increase the quality of decision making within the committee. The below motion was unanimously passed by the HR committee:

“Be it resolved that the HR Committee recommend to the board, that the board task to management, that management update the board committee terms of reference to include the Nomination Committee as a subcommittee of the HR Committee.”

(3) Evaluation Committee

Discussion surrounding whether the Board Evaluation Committee and its function should be part of the Governance committee also occurred. No motion was brought forward and the discussion was passed off to the Governance Committee.

(4) COO Performance Appraisal

Performance appraisal of the COO should occur semiannually. Currently, the performance appraisal process has not been defined. The below motion was unanimously passed by the HR committee:

“Be it resolved that the HR committee recommend that the board task management excluding the COO, to create a COO PA process.”

(5) New HR Committee Member - Alif Karmali

Alif Karmali has agreed to join the HR Committee. The HR Committee request that a resolution be passed to approve the change to the HR Committee composition.