

Committee:	Human Resources and Policy
Overall Purpose:	The purpose of the Human Resources and Policy Committee (HRPC) is to assist the board in fulfilling its obligations related to human resources and compensation matters and to establish a plan of continuity and development of senior management/staff.
Key Duties and Responsibilities:	<p>The HRPC contributes expertise and human resource capacity to:</p> <ul style="list-style-type: none"> ➤ ensure the existence of appropriate Human Resources policies including salary and compensation structures, employee benefit plans, etc. ➤ recommend a performance evaluation tool/process for the Executive Director and, when approved, ensure the process is implemented; ➤ monitor the Executive Director’s performance in accordance with the process approved by the board and report to the board accordingly; ➤ review and recommend the Executive Director’s compensation, including benefits, to the board for approval; ➤ ensure the existence of position descriptions for each staff position; ➤ review and provide advice regarding CAP’s salary and compensation philosophy, strategy and guidelines/policy; ➤ review with the Executive Director existing human resources, performance evaluation tools and recruitment and training programs tools to ensure that compensation is linked to performance and that qualified staff will be available for succession to management positions at CAP (as possible); ➤ ensure that systems are in place to comply to employment related legislation such as the Employment Standards Act of Ontario, the Workplace Safety and Insurance Act or similar entity should CAP engage with the same, Occupational Health and Safety Act and the Ontario Human Rights Code, etc. ➤ recommend the use of legal counsel on personnel matters as may be needed from time-to-time; ➤ review major changes in the organizational structure (organizational chart) of CAP as proposed by the Executive Director; and ➤ provide any other assistance within its competence, required by the board or Executive Director.
Exclusions to Responsibilities (as noted within the Board By-Law)	<p>The Board of Directors may delegate to any Committee comprised entirely of Directors any of the powers of the Directors other than the following powers:</p> <ul style="list-style-type: none"> ➤ to submit to the Members any question or matter requiring the approval of the Members ➤ to fill a vacancy among the Directors ➤ to fill a vacancy of the Corporation’s accountant ➤ to appoint additional Directors ➤ to issue debt obligations except as authorized by the Directors ➤ to approve any annual financial statements ➤ to adopt, amend or repeal by-laws; or ➤ to establish contributions to be made, or dues to be paid, by Members.
Decision Making	➤ Decisions are made by consensus

Composition:	<ul style="list-style-type: none"> ➤ Executive Director ➤ At least two members of the Board of Directors, one of whom assumes the Chair position ➤ Up to two members of the community-at-large, screened and invited to sit on the Committee by the Committee Chair in collaboration with the Executive Director ➤ Community members must be at arm's length from board and agency staff ➤ Additional expertise may be called upon to advise on specific issues, as required
Accountability:	The HRPC is accountable to and reports to the CAP Board of Directors via the Committee Chair. The Chair, in collaboration with the Executive Director, prepares written reports for inclusion in board packages and verbally reports on the same.
Confidentiality:	All information obtained through participation on the HRPC is to be kept in strict confidence, with communication only occurring with the board as required.
Resources:	The HRPC is supported by the Executive Director.
Time commitment:	<ul style="list-style-type: none"> ➤ At least four meetings/year ➤ Meeting length typically up to two hours in length but determined by Committee members and as determined by the agenda ➤ Dates, times and meeting location will be determined by the Committee members ➤ Additional meetings may be called at the discretion of the Committee Chair
Term:	<p>Members of the Board of Directors</p> <ul style="list-style-type: none"> ➤ three years, appointed or elected annually at the Annual Meeting ➤ term may be renewed once for a total of six years <p>Members of the community-at-large</p> <ul style="list-style-type: none"> ➤ two year term ➤ term may be renewed once for a total of four years <ul style="list-style-type: none"> ○ Renewal of term based on attendance and performance
Specific Annual Objectives:	As developed by the HRPC in consultation with the Executive Director.
Reports and Target Dates:	<ul style="list-style-type: none"> ➤ Review of the Executive Director's performance by November 30th of each year. ➤ Review with the Executive Director that performance reviews of staff have been completed by November 30th of each year. ➤ Development of a Committee work plan by December 15th prior to the following year.
Review and Evaluation Process:	<ul style="list-style-type: none"> ➤ A report on the successful completion of annual objectives for the year prior prepared by the HRPC and presented at the February board meeting. ➤ An annual review of the Committee Terms of Reference during the March board meeting.

Approval Date:	<i>October 2015</i>	Review Date:	<i>March 2016 – approved</i>
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<i>Updated Date:</i>	<i>June 2017</i>		
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