

**(2021-2022 Committee approved) Minutes of the Human Resources Committee meeting**

March 29, 2022 | 11:00am-1:30pm ET | via Microsoft Teams

<b>Committee members in attendance</b>	
Jean Boudreau, Past President, APEGNB (Chair) Kathy Baig, President-Elect, OIQ Danny Chui, President, PEO	Dawn Nedohin-Macek, Engineers Geoscientists MB Janet Bradshaw, CEO Group member, PEGNL
<b>Regrets</b>	
Jane Tink, APEGA	
<b>Observers</b>	
None	
<b>Staff and support</b>	
Sylvie Francoeur, Director, Human Resources Roseanne Gauthier, Executive Assistant Christina Mash, Governance Administrator	Gerard McDonald, CEO Evelyn Spence, Corporate Secretary

**1. Call to order and approval of agenda**

The meeting was called to order at 11:03am ET. J. Boudreau welcomed the committee members.

*It was moved and seconded*

***THAT the agenda be approved, and the chair be authorized to modify the order of discussion.***

***Carried***

**2. Review of last meeting**

**2.1. Approval of minutes**

The committee reviewed the pre-circulated minutes.

*It was moved and seconded*

***THAT the January 11, 2022 minutes be approved.***

***Carried***

**2.2. Review of action table**

The action table was reviewed. The one item was noted as being complete and no questions were received.

**3. Board self-assessment report**

J. Boudreau presented the item and the committee agreed with the three (3) opportunities as proposed in the pre-circulated report. No further areas for improvement were identified.

Discussion was had around further analysis that could be done within the Board self-assessment report, to understand if the Board is making improvements and to determine if any trends should be considered. Given the rating scales were significantly modified over the last three years since this activity was first introduced, comparative analysis is not currently available, but this suggestion will be noted for the 2022-2023 committee's consideration of the survey content.

The committee agreed that enhancements to the Board buddy program, by asking those who volunteer as Board buddies to specifically reach out to new Directors to welcome them in advance of the in-person meetings in May, would provide more active engagement.

**4. Director orientation program**

The following was proposed for the upcoming orientation program:

- That invitations be sent to Directors to consider volunteering for the Board buddy program that include the additional requirement that the volunteers be prepared to reach out to one of the new Directors;
- That slides outlining National Position Statements be added since it has been a trending topic of discussion at recent Board meetings; and
- That the first session be provided two (2) weeks ahead of the spring Board meetings in a virtual format, with the second session hosted in conjunction with the spring meetings.

The committee agreed to the proposed additions. It was further suggested that staff consider including a more applicable conflict of interest example that reflects directly how an Engineers Canada Director's interest could conflict with the Board, which would help clear up any possible confusion and generate important discussion.

## **5. Work plan review**

### **5.1. Final review of current work plan (2021-2022)**

The work plan was reviewed, and no comments or questions were received. J. Boudreau noted that all objectives had been completed and congratulated and thanked all members and staff for the great work accomplished during the term.

### **5.2. Discussion on recommendations for 2022-2023 work plan for year-end Board report**

The committee agreed with the suggested areas of focus as presented. Following discussion, the committee agreed to add that the 2022-2023 committee consider formalizing the CEO evaluation process. In addition to having a repository for the CEO evaluation information considered by previous committees within the OnBoard tool, formalizing the evaluation process will ensure future consistency and retained institutional memory as membership within the HR Committee fluctuates. The year-end report will be further amended to include the opportunities as provided in the Board self-assessment report.

## **6. Next committee meetings**

No further meetings are scheduled for the 2021-2022 committee. The first meeting of the 2022-2023 committee will take place on Saturday, May 28, 2022.

## **7. Other business**

No further business was brought forward.

## **8. Recommendation for HR Committee nominees for 2022-2023**

The meeting moved in-camera to consider the nominees for the 2022-2023 HR Committee. S. Francoeur, R. Gauthier, and G. McDonald left the meeting.

*It was moved and seconded*

*THAT the meeting move in-camera, and include staff supports C. Mash and E. Spence.*

*Carried*

*It was moved and seconded*

*THAT the meeting move out of in-camera.*

*Carried*

*It was moved and seconded*

*THAT the HR Committee recommends to the Board that the following Directors be appointed to the 2022-2023 HR Committee:*

*a) Geoff Connolly*

*b) Michael Wrinch*

*c) Anne Baril as alternate, in the event that any of the previous Directors are elected as President-Elect.*

*Carried*

## **9. Meeting evaluation**

The committee agreed that future HR nominee briefing notes should include the chair's recommendation within the motion text for committee deliberation. One additional suggestion was received for knowledge continuity, that the committee chair should remind members to review the minutes of the past year's meeting to familiarize themselves with the business to be done.

## **10. Closing**

With no further business to discuss, the meeting terminated at 12:57pm ET.