

Minutes of the Human Resources Committee meeting
 Saturday, May 23, 2020 | 12:30pm-2:30pm CT | via webinar

Committee members in attendance	
J. Boudreau D. Chui A. English	D. Lynch D. Nedohin-Macek K. Reid
Regrets	
None	
Observers	
None	
Staff	
S. Francoeur C. Mash	G. McDonald E. Spence

1. Call to order and approval of agenda

The meeting was called to order at 12:35pm CT. D. Lynch introduced and welcomed the 2020-2021 HR Committee members.

Moved by A. English, seconded by D. Nedohin-Macek

THAT the agenda be approved.

CARRIED

The committee discussed the position of chair and called for nominations. D. Lynch was the only nomination received. Following his acceptance of the nomination, a formal motion was made.

Moved by D. Chui, seconded by K. Reid

THAT D. Lynch serve as chair of the 2020-2021 Human Resources Committee.

CARRIED

2. Review of last meeting

2.1. Approval of minutes

The committee reviewed the pre-circulated minutes. Two adjustments were noted on page 5, section 3d); to amend the reference to Engineers and Geoscientists Manitoba and adjusting the numbering of the recommended HR Committee list.

Moved by J. Boudreau, seconded by D. Nedohin-Macek

THAT the March 31, 2020 minutes be approved as amended.

CARRIED

2.2. Review of action table

The action table was reviewed. No areas of concern were raised, and no questions were received.

3. Nominate 2020-2021 committee members and recommend chairs

The HR Committee discussed the pre-circulated matrix and options presented for committee and director roles. Several factors were considered in building the recommendation, including self-assessment survey results, known director competencies, experience, term availability, committee composition requirements mandated by terms of reference, and knowledge continuity for committees. The following was agreed to, pending confirmation from the directors being recommended for the roles:

Board representative – Accreditation board

Name	Regulator	Position	2019-2020 Ctee	Reason
Jeff Card	NL	2020-2021 term	AB Board rep	Knowledge transfer/succession planning; Primary choice reported through survey
Tim Joseph	APEGA	2020-2022 term	None (new director)	Strong interest in the role, reported through survey and welcome calls; Experience in this area

As senior board representative to the CEAB, J. Card will serve as representative on the Accountability in Accreditation Committee, and T. Joseph should be included as an observer for knowledge continuity.

Board representative - Qualification board

Name	Regulator	Position	2019-2020 Ctee	Reason
Jeff Holm	NL	2019-2021 term (con't)	QB Board rep	Knowledge transfer/succession planning
Changiz Sadr	PEO	2020-2022 term	Observer	Strong interest in the role; Primary choice reported through survey

30 by 30 Champion

This role was not included on the self-assessment questionnaire and will be in future years to gauge interest amongst the directors. J. Dunn was identified as a fit for this role, based on his strong interest in and commitment to the subject matter. Should J. Dunn decide not to assume the role, directors who are not already serving on the HR Committee, Strategic Plan Task Force or Affinity Ad-Hoc will be surveyed for their interest in the role.

Governance Committee

N. Hill was recommended to serve as chair, with R. Trimble identified as a second option, should N. Hill not wish to assume the role.

Name	Regulator	Position	2019-2020 Ctee	Reason
Maxime Belletête	OIQ	Member	None (new director)	Skilled in this area; Reported interest through survey and welcome calls
Nancy Hill	PEO	Recommended chair - 1	None (new director)	Skilled in this area; Legal background; Reported interest through survey and welcome calls
David Lynch	APEGA/P.P.	Member	Various	TOR mandated - Past-president role; Knowledge transfer/succession planning
Richard Trimble	YK	Recommended chair - 2	FAR	Highly skilled in this area; One of two choices reported through survey

Finance, Audit, and Risk Committee

D. Gelowitz was recommended to serve as chair, with C. Zinck identified as a second option, should D. Gelowitz not wish to assume the role.

J. Dunn indicated FAR as a primary choice, and the HR Committee agreed that should J. Dunn decide not to assume the 30 by 30 Champion role, that he would join FAR. The HR Committee noted that this could result in FAR membership increasing to eight, dependent on if the director who assumes the role of 30 by 30 Champion is currently proposed to fill a role on a committee other than FAR. D. Lynch will discuss with J. Dunn to determine the most appropriate fit.

Name	Regulator	Position	2019-2020 Ctee	Reason
Christian Bellini	PEO	Member	QB	TOR mandated – PEO; Skilled in this area; Reported interest through survey

Name	Regulator	Position	2019-2020 Ctee	Reason
Justin Dunn	PEI	Member	FAR	Considered for 30 by 30 champion role; First choice reported through survey; Knowledge transfer/succession planning
Dwayne Gelowitz	APEGS	Recommended chair - 1	HR	Skilled in this area; Reported second choice following HR reported through survey; Chair experience
Sudhir Jha	NAPEG	Member	None (new director)	Skilled in this area; First choice reported through survey
Carole Lamothe	OIQ	Member	Governance	TOR mandated – OIQ; Skilled in this area; Reported interest through survey
Jane Tink	APEGA	Member	Observer	TOR mandated – APEGA; Some experience in this area; Reported interest through survey
Steve Vieweg	CPA	Member	FAR	TOR mandated – CPA role; continuation from 2019-2020; Knowledge transfer/succession planning
Chris Zinck	NS	Recommended chair - 2	Observer	Highly skilled in this area; Reported second choice, following HR, through survey

ACTION: D. Lynch to communicate the committee roles as proposed above to the directors, and to report back with any changes that result.

Moved by K. Reid seconded by A. English

THAT the individuals shown above be recommended to the Board for appointment to Board committee and director roles.

CARRIED

4. Employee engagement improvement work plans (verbal update)

S. Francoeur provided a verbal update on the employee engagement improvement, noting that work plan development remains on track.

The committee requested that oversight of the employee engagement improvement project become a standing item for each agenda.

ACTION: HR Committee staff support to include the three work plans developed by the staff working groups for the June meeting.

4. Other business

D. Lynch noted that the committee will be reviewing the 2020-2021 work plan on June 15 and highlighted the work involved in the formal 360 and compensation review for the CEO. A discussion was had on best practices for engaging external consultants for this work; A. English and K. Reid have experience in this area and offered to provide resources for staff consideration in drafting the process. It was noted that the timelines for the compensation review may not allow for Engineers Canada to consider and provide input on the reasonable comparators that will be used, although this practice would be preferred if possible, for most accurate results.

ACTION: HR Committee staff support to prepare a request for proposal process to engage external consultants for both the formal 360 and the compensation review. Staff to provide an update at the June 15 meeting.

10. Adjournment

With no further business to discuss, the meeting was closed at 2:17 pm CT.