

**Minutes of the Human Resources Committee meeting**  
June 15, 2020 | 2:00pm-2:50pm ET | via webinar

<b>Committee members in attendance</b>	
David Lynch, Chair, Past-President, APEGA Jean Boudreau, President, APEGNB Danny Chui, President-Elect, PEO	Ann English, CEO Group Advisor Dawn Nedohin-Macek, Engineers Geoscientists MB Kelly Reid, PEO
<b>Regrets</b>	
None	
<b>Observers</b>	
None	
<b>Staff</b>	
Sylvie Francoeur, Director, HR Christina Mash, Governance Administrator	Gerard McDonald, CEO Evelyn Spence, Legal Counsel and Corporate Secretary

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

The meeting was called to order at 2:02pm ET. D. Lynch welcomed the committee members.

*Moved by D. Chui, seconded by A. English*

*THAT the agenda be approved.*

**CARRIED**

**2. Review of last meeting**

**2.1. Approval of minutes**

The committee reviewed the pre-circulated minutes. No feedback was received.

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

*THAT the May 23, 2020 minutes be approved.*

**CARRIED**

**2.2. Review of action table**

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

**3. Approval of the 2020-2021 work plan**

The work plan was reviewed, noting a few editorial changes required. The new layout was commended for clarity. A discussion was had around policy content required to support the CEO compensation review (market median for the relative peer comparator group) and the timelines that would be required if it is determined that a new Board policy is needed to address the gap.

*Moved by K. Reid, seconded by D. Nedohin-Macek*

*THAT the work plan, as amended, be approved for recommendation to the Board.*

**CARRIED**

**ACTION: Staff to add work required to address gaps to support compensation review in policy, for circulation to the HR committee before presentation to the Board on October 2.**

**4. Employee engagement improvement work plans (verbal update)**

The committee reviewed and discussed the pre-circulated work plans, developed in the following areas:

**4.1. Performance management**

No comments were received.

#### **4.2. Customer focus/innovation**

It was reported that work has been done on establishing the customer, with more details to come.

#### **4.3. Organizational vision**

More deadlines will be added to this work plan following the strategic workshop outcomes.

***Moved by A. English, seconded by D. Chui***

***THAT the HR Committee approves the employee engagement improvement work plans as circulated.***  
***CARRIED***

#### **5. Progress update on CEO 360 and compensation review**

The committee agreed that the RFP would be a closed, invitation only bid, and it was suggested that the CEO Group be contacted for supplier recommendations. The preferred outcome is three proposals for review for each project, with at least six organizations engaged on each circulation. It was noted that it will be difficult to fulfill this minimum for the compensation review; the pool of qualified organizations is small due to the quality of database required for the work.

Special attention will be made to the resources being assigned to the work.

**ACTION: Staff to poll the CEO Group for supplier recommendations for CEO 360 and compensation review.**

#### **6. Oversight of director professional development**

The committee discussed the briefing note, outlining one comprehensive online solution that provides on-demand, evergreen training and coaching in all areas of interest to the directors. The solution is estimated at \$5,997.00 for the full Board for the first year, with an annual subscription rate of 50% of the initial investment for subsequent years. Customization of the solution would result in increases to the base price. Staff will continue to investigate this solution and provide information to the HR Committee in advance of their September meeting.

The committee agreed by consensus to include \$10,000 for Board professional development in the 2021 budget, with adjustments made in September if required as more is known about suggested customization.

**ACTION: Staff to circulate more information, as available, for the proposed online program.**

#### **7. Review of suggested addition to 2020 CEO objectives from February Board meeting actions**

The committee agreed, in consultation with the CEO, to add a second point under Operational imperative 9, to "Initiate investigation of options for truth and reconciliation efforts to be incorporated into engineering undergraduate education in Canada, with appropriate consultation.". G. McDonald reported that this addition will support development of a plan to work with the deans on these efforts, and that at this time, no other objectives need to be removed to accommodate this work.

**ACTION: Staff to update the objectives.**

#### **8. Other business**

No other business was brought forward.

#### **9. Next committee meetings**

Calendar invites will be circulated to support the following meetings, noting that September 21 may require adjustment to suit schedules:

- Sep. 21, 2020 (Virtual); (*Post meeting note: date was changed to Sept. 17, 2020*)
- Dec. 8, 2020 (Ottawa, ON)
- Mar. 29, 2021 (Virtual)

#### **10. Closing**

With no further business to discuss, the meeting was closed at 3:00pm ET.