

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: B. General Administration	Effective Date: July 1, 2010
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## **Terms of Reference**

### **1. COMPOSITION OF THE COMMITTEE**

The Board Human Resources Committee (the "Committee") is created by and responsible to the Board of the Manitoulin-Sudbury DSB.

The Human Resources Committee shall be comprised of Board members and be elected by the Board of Directors of the Manitoulin-Sudbury DSB. The number of directors on the Human Resources Committee shall change from time to time. Effective September 27, 2006 there shall be five (5) members of the Committee plus the Board Chair who shall sit as an ex-officio member. The quorum at a meeting shall be three (3) members.

### **2. MANDATE OF THE COMMITTEE**

The Committee shall monitor, evaluate, advise and make recommendations to the Manitoulin-Sudbury DSB with respect to policies and strategic matters related to human resources and personnel issues for which the Board is responsible. The Committee shall also consider any other matter delegated to the Committee by the Board.

### **3. TERMS OF REFERENCE**

The duties and responsibilities of the Committee shall include the following:

- Ensure that Manitoulin-Sudbury DSB has appropriate human resources policies and procedures in place for the organization. Review and approve material changes to personnel policies of the Manitoulin-Sudbury DSB that are outside the regular collective bargaining process and consider trends affecting such policies.
- Review recommendations regarding any other topics related to the major aspects of management of human resources, including any major restructuring of the Manitoulin-Sudbury DSB as may be recommended by the Chief Administrative Officer.
- Oversee the Compensation Plan for non-union employees of the Manitoulin-Sudbury DSB, and make recommendations to the Board for compensation levels.

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- Oversee the recruitment of, and recommend the appointment of the Chief Administrative Officer.
- Review and recommend collective bargaining strategies to the Board for approval.
- As required during the year, and at the discretion of the Chair of the Committee, the Committee shall report to the Board of Directors with respect to the above-mentioned activities during the year with such recommendations as are deemed desirable in the circumstances.
- Ensure appropriate orientations of Board Members and manage Board evaluation process.

#### **4. ORGANIZATION AND PROCEDURES**

- The committee will meet from time to time at the call of the Chair.
- The Chair of the Board and the Chair of the Committee shall, in consultation with the Chief Administrative Officer and the Director of Human Resources, set the agenda, which shall then be circulated among the Committee members.
- The Director of Human Resources shall act as secretary of the Committee.
- The Committee will annually review its own terms of reference to ensure they continue to be appropriate, assess its own performance, establish an annual work plan (a copy of which shall be provided to all Board members) and make recommendations to Manitoulin-Sudbury DSB Board as required.

#### **5. REPORTING TO THE BOARD**

The Chair of the Committee shall provide an oral report during the in-camera session of the following Board meeting with respect to its activities, discussions and recommendations.