



# Memo

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**Date:** May 13, 2019  
**To:** Members of Council  
**From:** Michelle Miner Seal  
Chair, Human Resources Committee  
**Subject:** Report of the Human Resources Committee

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## Committee Meetings Dates

Since the last meeting of Council, the Human Resources Committee met via teleconference on March 18, April 9 and May 13. A regular meeting was held on May 8 and 9, 2019.

## Summary of Discussions

The committee's work since its last report to Council focused primarily on the selection of a candidate to serve as the Registrar and CEO for a one-year term during the current Registrar's planned leave of absence in 2020. The committee:

- reviewed all applications and identified a short-list of candidates who were invited to participate in the interview phase
- developed a series of interview questions, including an evaluation grid
- completed interviews and assessed candidates' writing skills
- drafted a one-year term employment agreement

Council will be asked to consider the committee's recommendation during an in camera session on May 31.

At our May 9 meeting, we approved the committee's budget for 2020 and discussed the recommendations initially shared with Council in February on improving Council/staff relations. A decision was subsequently made to hold the recommendations in abeyance, pending completion of Council's work on the governance review recommendations.

The committee received a summary of HR policies that are traditionally reviewed by the HRC along with the date of each policy's last review. Staff were directed to provide information at the next regular meeting summarizing the policies, indicating the nature of each policy (for example, legislative changes, operational or Council-related), proposing a date for review of by the HRC.

We also received a detailed comparison of the College's salary and benefits program with that of five other regulators. We found the information very helpful. In our attempt for transparency, staff were asked to provide this information at future orientation sessions for new committee members.

### **Motions Referred to Council**

The Human Resources Committee recommends the following motion for Council's consideration:

**That Council appoint \_\_\_\_\_ to serve as the Acting Registrar and Chief Executive Officer of the College for a period of one year, beginning in January 2020.**

### **Committee Mandate/Duties**

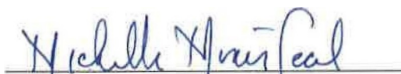
The Human Resources Committee is a Standing Committee of Council that monitors the implementation of the College salary program, advises Council on the hiring processes for the Registrar and Deputy Registrar positions, and makes recommendations to Council on human resources policies.

### **Future Meeting Date(s)**

The next meeting has been scheduled for June 19, 2019.

### **Committee Members**

Paige Bennett, OCT  
Marlène Marwah  
Michelle Miner Seal (Chair)  
Alicia Nunn, OCT (Vice-Chair)  
Nicole van Woudenberg, OCT

  
Michelle Miner Seal