

**Human Resources Committee (HRC)  
WORK PLAN FOR 2018-19**

C-524-2.4  
Appendix B(i)

<b>Approved by Committee:</b>		<b>Review Date:</b>	
<b>Approved by Council:</b> February 8, 2019		<b>Approved Budget:</b>	
<b>Mandate</b> [as approved by Council]	<ul style="list-style-type: none"> <li>To conduct the recruitment process for the position of Registrar.</li> <li>To review the performance and compensation of the Registrar and make recommendations to Council.</li> <li>To establish annual measurable goals and objectives for the position of Registrar for Council's review and approval.</li> <li>Act as reviewer on significant volunteer human resources issues.</li> <li>To work with the government appointments secretariat regarding LGA appointments.</li> </ul>		
<b>Tasks, Outcomes and Success Measures:</b>	<b>Task/Activities:</b>	<b>Outcomes</b>	<b>Due date:</b>
	Identify for appointment a member of HRC to the Investment Subcommittee	HRC member appointed to Subcommittee	Completed
	External consultant to review and update HRC Terms of Reference (ToFR) and advise on best practices.	Revised ToFR and Work Plan presented to Council	March 2019
	Develop performance evaluation and compensation process for Registrar	Recommendations to Council	March 2019
	Conduct performance evaluation for Registrar	Recommendations to Council	
	Conduct annual Council assessment survey*	Results presented to Council	February 2019
	Conduct Engineers Canada Director evaluation survey*	Results presented to Council	
	Establish PEO's Registrar and the Senior Management Team (SMT) compensation philosophy	Council approves compensation philosophy	March 2019
	Review process and decision matrix related to the evaluation of recommendations for Board Committee membership*	Process reviewed and confirmed/ revised in February 2019	March 2019
	360-degree Peer Review RFQ for Registrar in 2020	Identify a vendor	Q1 2020
	Conduct 360-degree review of Registrar	Report presented to HRC	Q2, 2020
	Registrar and/ or CEO title*	Recommendations to Council	March 2019
	Registrar exit planned or unplanned strategy		Q2 2019
	Provide assistance to the Attorney General with respect to their decision for government appointments to PEO Council*	To help address the E&D requirements and skills are met.	Ongoing
<b>Meeting Frequency:</b>	The HRC has targeted monthly meetings as determined by the committee.		
<b>Inter-committee collaboration:</b>	<i>The HRC consults and/or collaborates with the following PEO committees/task forces:</i> <ul style="list-style-type: none"> <li>Council</li> <li>Advisory Committee on Volunteers</li> <li>Executive Committee</li> <li>Finance Committee</li> </ul>		
<b>Stakeholders:</b>	<i>The HRC communicates with the following:</i> <ul style="list-style-type: none"> <li>Attorney General's office</li> <li>Other regulatory and professional organizations</li> </ul>		

\* Governance item