



TERMS OF REFERENCE HUMAN RESOURCES COMMITTEE

Authority: The Human Resources Committee operates as a Standing Committee under the authority of the Board of Directors and as outlined in the Stevenson Memorial Hospital (SMH) Corporate By-laws, Article 8 and Board Policies V-A-2, Roles and Responsibilities of the Board of Directors; V-A-3, Roles and Responsibilities of Individual Board Directors; V-A-7 Board Standing and Special Committees. Except for the decision of the Executive Committee, no decision of this Committee shall be binding on the Board until approved or ratified by the Board.

Membership and Quorum: Quorum of a Standing Committee for the purpose of conducting business will be more than 50% of the voting Board of Directors who are members of the Committee.

The presence of Board Chair at Committee meetings counts towards quorum; whereas; the absence of the Board Chair at Committee meetings does not count towards quorum. For greater clarity, the intent to this rule is to recognize that the Board Chair may not attend every meeting.

The members of the Human Resources Committee shall consist of:

Voting Members:

1. at least three (3) elected Directors, one of whom will be appointed as Chair;
2. up to two (2) Advisory Members;
3. Chief Executive Officer (CEO) or designate (Vice President/Chief Nursing Officer); and
4. Board Chair, ex-officio.

Non-Voting Members:

5. Manager of Human Resources.

Mandate: The Human Resources Committee shall:

1. work within the framework of the Management Services Agreement with Southlake Regional Health Centre, review policies guiding the cost effective deployment and health and safety of relevant staff and volunteers;
2. develop a framework for SMH executive compensation within the context of the Ministry's Excellent Care for All Act and the Management Services Agreement with Southlake Regional Health Centre;
3. review the human resources indicators to be measured on the corporate balanced scorecard, as required, and make recommendations to the Board;
4. monitor employee satisfaction surveys;
5. review human resources plans for executive succession planning, compensation and performance recognition;
6. review government legislation pertaining to human resources issues to ensure that the Hospital is in full compliance;

7. review annually the Committee Terms of Reference and if any change is recommended forward same to the Governance and Nominating Committee for consideration;
8. prepare an annual work plan for the Committee that describes topics to be addressed at each meeting for approval by the Board; and
9. assume such other duties as may be assigned from time to time by the Board.

Administration: Support is provided by the office of the CEO.

Reporting: The Committee reports to the Board of Directors

Schedule: The Committee meets at least four (4) times per year at the call of the Chair.

Original Effective Date: August 2011
Reviewed/Revised Date: Nov 11; Feb 12; Sept 12; Feb 13; Dec 14; Dec 15; Dec 16