

HR COMMITTEE

2023-2024 Annual Work Plan

In addition to the specific items listed in the Annual Work Plan, the following Standing/Consent Agenda items may be included at each meeting:

1. HR Committee Agenda
2. Minutes of prior HR Committee meeting
3. HR Committee Open Action Items Register
4. Status of Collective Bargaining (*Clause 2.10 HR ToR*¹)
5. Culture Health-Check Dashboard

The Committee has the discretion to move items between and among meetings but will cover all work plan items over the course of the year.

DATE	ITEM
August 10, 2023	<ol style="list-style-type: none"> 1. Annual review of sick leave (Consent Agenda) 2. HR Committee Orientation (<i>Clause 5.4 HR ToR</i>) 3. Annual review of HR Committee Terms of Reference (<i>Clause 6.1 HR ToR</i>) 4. Review and recommend for approval HR Committee 2023-2024 Annual Work Plan (<i>Clause 4.1 & 4.2 HR ToR</i>) 5. Review 2023 HR Committee Annual Evaluation (<i>Clause 6.2 HR ToR</i>) 6. Strategic Priorities Discussion: NBCC 2023-2028 Strategic Plan and choose Strategic Discussion Topics for November, February, and May Committee meetings (<i>Clause 2.2 HR ToR</i>) 7. Recommend Board Professional Development (PD) Plan for 2023-2024 academic year and propose PD budget allocation for 2024-2025 (<i>Clause 5.2 HR ToR</i>) 8. Update on Labour Relations and Collective Bargaining (<i>Clause 2:10 HR ToR</i>) 9. President & CEO’s Evaluation (<i>in camera</i>) (<i>Clauses 2.1.2 & 2.6 HR ToR</i>): <ol style="list-style-type: none"> 9.1. Review and recommend for approval the President’s 2023-2024 evaluation process (Policy #IV.B.1C)
November 22, 2023	<ol style="list-style-type: none"> 1. Strategic Discussion: Elevate Rewards and Recognition Update (<i>Clause 2.1.1 HR ToR</i>) (<i>Clause 2.2 HR ToR</i>) 2. Annual review of NBCC index of operational human resource policies for completeness and relevance regarding evolving human resources trends and best practices (<i>Clauses 1, 2.9.1 & 2.9.3 HR ToR</i>) 3. Review of any significant changes to NBCC’s organizational structure, if applicable (<i>Clause 2.8 HR ToR</i>)

¹ [Human Resources Committee Terms of Reference \(HR ToR\)](#)

DATE	ITEM
	<ol style="list-style-type: none"> 4. Inform regarding any significant changes to NBCC Senior Executive Team compensation, if applicable (<i>Clauses 2.1.1, 2.4.5 & 2.11 HR ToR</i>) 5. Review and recommend for approval a succession plan to deal with a planned or unplanned departure of the President, i.e., Mitigating an Extended Absence of President & CEO (Policy # IV.B.1D) (<i>Clauses 2.1.2 & 2.7 HR ToR</i>) 6. President & CEO’s Evaluation (<i>in camera</i>) (<i>Clauses 2.1.2 & 2.6 HR ToR</i>): <ol style="list-style-type: none"> 6.1. Review and recommend for approval the President’s 2024-2025 Annual Success Plan (April 1, 2024 to March 31, 2025)
February 21, 2024	<ol style="list-style-type: none"> 1. Strategic discussion: Topic to be confirmed (<i>Clause 2.2 HR ToR</i>) 2. Receive Employee Engagement Survey Update (<i>Clause 2.9.2 HR ToR</i>) 3. Annual Review of succession and development plans for NBCC management, (<i>Clauses 2.7.3 & 2.7.4 HR ToR</i>) 4. Policy Review: <ol style="list-style-type: none"> 4.1. Board’s Relationship with President & CEO (standard 5-year review) (<i>Clause 2.1.2 HR ToR</i>)
May 15, 2024	<ol style="list-style-type: none"> 1. Strategic discussion: Topic to be confirmed (<i>Clause 2.2 HR ToR</i>) 2. Annual assessment of HR Committee’s performance (<i>Clause 6.2</i>) 3. Annual review of orientation and mentoring program for new Governors (<i>Clause 5</i>)