



Board Committee Charter	HUMAN RESOURCES COMMITTEE
Approved by the Board of Trustees	May 7, 2015
Amendments approved by the Board of Trustees	December 3, 2015; June 23, 2016; June 21, 2018; June 27, 2019, June 25, 2020; October 1, 2020; June 27, 2024

1.	Mandate
	<p>The mandate of the Human Resources Committee (“Committee”) is to assist the Board in providing oversight and guidance regarding the University’s human resources frameworks, strategies, and policies, to support a positive culture such that the University can attract, retain, and motivate highly qualified employees, including:</p> <ul style="list-style-type: none"> a. employee salary, benefits and compensation arrangements; b. human resources strategies and policies; c. employee and student health, safety, and wellness; d. human rights and equity, diversity, and inclusivity; e. compliance with employment-laws and regulations; f. any other matters referred to it by the Board, the Executive Committee, or the President.
2.	Composition
	<p>The Human Resources Committee is appointed annually and consists of the following:</p> <ul style="list-style-type: none"> a. the Chair of the Board, the Chair-Elect (or, when there is no Chair- Elect, the Vice-Chair), and the President, ex officio; b. a minimum of four additional community Trustees, one of whom shall serve as Chair.
3.	Responsibilities
	In fulfilling its mandate, the Human Resources Committee shall have the following responsibilities:
3.1	<i>People-Strategy</i>
	<ul style="list-style-type: none"> a. review the University’s people and culture strategy in support of the University’s vision and strategic plan, including strategies related to employee engagement, recruitment, retention, development, well-being, compensation and organizational design.

3.2	<p><i>Compensation</i></p> <p>The Committee shall review the University’s compensation philosophy and plans, taking into account best practices in human resources and the post-secondary education sector, which shall include the responsibility to:</p> <ul style="list-style-type: none"> a. review and make recommendations to the Executive Committee regarding compensation negotiations and annual increases with union and non-union groups on campus; b. approve, upon the recommendation of People and Culture and independent professional advice where desired, the compensation of the President and Vice-Chancellor; c. approve, upon the recommendation of the President, the compensation payable to the Vice-Presidents.
3.3	<p><i>Labour and Employment Relations</i></p> <ul style="list-style-type: none"> a. review and make recommendations to the Executive Committee regarding collective bargaining negotiating mandates, and negotiated collective bargaining agreements which fall outside the scope of approved mandates; b. counsel and support the President on labour relations matters that have significant internal and/or external implications for the University; and c. make recommendations to the Executive Committee regarding the settlement of any labour and employment relations matter where the severance costs exceed the limits in the Contract Signing Policy.
3.4	<p><i>Brock University Pension Plan</i></p> <p>The Committee shall remain informed regarding the status and administration of the University’s Pension Plan, in conjunction with the Financial Planning and Investment Committee which shall have primary responsibility for financial oversight of the Plan. As part of this responsibility, the Committee shall:</p> <ul style="list-style-type: none"> a. review the annual pension report; b. review the annual audited financial statements and actuarial valuation reports; c. review changes to the Brock University Pension Plan Governance Manual; d. review all Plan changes recommended by the Pension Committee; e. along with the Financial Planning and Investment Committee, participate in a Joint Committee to review, evaluate and approve the recommendations made by the University related to changes to the benefit formula and contribution rates. f. along with the Financial Planning and Investment Committee, participate in a Joint Committee to review, evaluate and recommend to the Board of Trustees, recommendations made by the University related to termination of the Plan or adoption of a new pension plan.
3.5	<p><i>President and Vice-Presidents Employment Agreements</i></p> <ul style="list-style-type: none"> a. Subject to the approval by the Board of Trustees of the appointments, review and approve the employment contract of the President and Vice-Presidents And any amendments to the employment contracts for the President and Vice-

	<p>Presidents, and report to the Board for information a summary of the contractual terms; and</p> <p>b. in the event of the approval by the Board of Trustees of an early termination of the President or a Vice-President, approve the termination agreement pertaining to such early termination.</p>
3.6	<p><i>Presidential Performance Reviews</i></p> <p>a. oversee the annual performance review process for the President, which shall include:</p> <ul style="list-style-type: none"> i. annual objectives set by the President, which are linked to the Institutional Strategic Plan, approved by the Board Chair, and reported to the Board of Trustees at its first meeting of the year; ii. a written report from the President on the achievement of their objectives and any other initiatives, which shall be submitted to the Board Chair by the middle of May each year; iii. a meeting of the President and the Board Chair, Vice-Chair and, in the final year of the Chair's term, the Chair-Elect, to review the report of the President, which shall be held by early June each year; iv. a written report by the Board chair summarizing the review, which is to be placed in the confidential employee file of the President; and v. a report to the Board by the Board Chair at its annual meeting providing a high level summary of the review process and any implications for the Board; <p>b. approve any changes with respect to the process for evaluating the President.</p>
3.7	<p><i>Health, Safety & Wellness</i></p> <p>a. review the University's health, safety and wellness policies, strategies and outcomes with respect to employees and students.</p>
3.8	<p><i>Human Rights and Equity</i></p> <p>a. review the University's human rights and equity policies, strategies and outcomes.</p>
3.9	<p><i>Legislative Compliance</i></p> <p>a. review the University's compliance with all legislation related to human resources, including occupational health and safety, human rights and equity and accessibility legislation and standards.</p>
3.10	<p><i>Succession Planning</i></p> <p>a. review the President's professional development and succession planning strategies for the University's senior executive team, with regards to the review and appointment processes set out in the Policy on the Appointment and Reappointment of the President and Vice-Presidents.</p>

3.11	<p><i>Policies</i></p> <p>The Committee shall review and make recommendations to the Board regarding the approval, amendment or repeal of any University policy relating to its mandate.</p>
3.12	<p><i>Risk Management</i></p> <p>The Committee shall gain reasonable assurance that risks related to its mandate are being effectively managed and mitigated by reviewing the University’s strategies, policies and plans for addressing such risks.</p>
3.13	<p><i>Performance Indicators and Measurement</i></p> <p>The Committee shall regularly receive and review the key performance indicators related to its mandate.</p>
3.14	<p><i>Other Responsibilities</i></p> <ul style="list-style-type: none"> a. request reports from management on any matters that, in the Committee's discretion, fall within the Committee's duties; b. make recommendations to the Board, Executive Committee, President and/or their delegate on any other related matter referred to the Committee.
4.	<p>Meetings</p>
	<ul style="list-style-type: none"> a. Meetings of the Human Resources Committee are closed to members of the public. b. Committee meetings shall normally be held four times a year, at the call of the Committee Chair. c. Meetings are held in accordance with the Board and Board Committee Meeting Procedures.