

C10: HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

The purpose of the Human Resources and Compensation Committee (the “Committee”) is to assist the Police Board with respect to all matters pertaining to human resources, including Chief Officer evaluation, management development, succession planning, executive compensation, collective bargaining, recruitment and significant human resources policies.

Composition

The Committee achieve quorum with at least two board members. The Board Chair is an *ex officio* member of the Committee but is not counted in establishing quorum.

Staff Support

The Manager, Human Resources and Manager, Labour Relations will provide staff support to the Committee. The Board Secretary or the Board Secretary’s designate will be secretary to the Committee.

Duties and Responsibilities

Subject to the powers and duties of the Police Board, the Committee shall:

1. Ensure that the human resources strategies and policies support the achievement of the Metro Vancouver Transit Police Strategic Plan and TransLink Strategic Plan;
2. Review and recommend to the Police Board, the Chief Officer’s annual goals and objectives;
3. ~~Recommend~~ Initiate an annual performance evaluation process for the Chief Officer and, ~~when approved,~~ lead the implementation of the evaluation process;
4. Review and recommend to the Police Board a succession plan to deal with a planned or unplanned departure of the Chief Officer;
5. Annually review and verify for completeness, succession and development plans for senior management prior to the Chief Officer’s discussion of those plans with the Police Board;
6. Conduct an exit interview with the Chief Officer, Deputy Chief Officer(s), and any member of management reporting directly to the Chief Officer who leaves the Metro Vancouver Transit Police;
7. Review any significant organization structure changes recommended by the Chief Officer;
8. Review significant human resources policies from time to time and ensure consistency with TransLink’s policies where appropriate;

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9. Review the results of any survey to measure employee engagement and ensure that action plans are in place to address any identified issues;
10. Review from time to time with Metro Vancouver Transit Police management staffing levels and processes for attracting, retaining, developing, motivating and tracking the performance of Transit Police personnel;
11. Work with Metro Vancouver Transit Police management and Transit Security Management Limited (TSML) to ensure contract negotiations reflect the objectives of Transit Police. Receive regular updates during bargaining and update Board on progress as necessary;
- ~~12.~~ Discuss with Metro Vancouver Transit Police management, from time to time, recruitment policies to ensure they meet the objectives of the Metro Vancouver Transit Police; ~~and~~
- ~~12-13.~~ Review the demographics of the organization including gender and diversity;
- ~~13-14.~~ Stay informed on the best practices in human resources as are relevant to the mandate of the Committee;
- ~~14-15.~~ Coordinate and meet with the Finance Committee, from time to time, to discuss issues of mutual interest;
- ~~15-16.~~ Assume other related responsibilities as assigned to the Committee by the Police Board;
- ~~16-17.~~ Work with Metro Vancouver Transit Police management to ensure an Employee Wellness Program is in place and review the program from time to time;
- ~~17-18.~~ Monitor options for meeting the challenges of system and ridership growth;
- ~~18-19.~~ Receive regular updates on professional standards and significant human resources issues such as workplace harassment, professional standards complaints, trends, issues and policy updates.

Accountability

The Committee will report its discussions to the Police Board by distributing the minutes of its meetings and, where appropriate, by oral report at the next meeting of the Police Board of every major matter considered since the Police Board's last meeting.

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Committee Timetable

The timetable for the Committee's activities is set out in the Police Board and Committee calendar.