

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. Initiate an annual performance evaluation process for the Chief Officer and 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 with the exception of retirement when it will be at the discretion of the individual retiring;
7. Review any significant organization structure changes recommended by the Chief Officer;

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8. Review significant human resources policies from time to time and ensure consistency with TransLink's policies where appropriate;
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;
13. Support and encourage diversification of the demographics of the organization;
14. ~~Stay informed on the~~ Promote Equity, Diversity and Inclusion and related best practices in human resources as are relevant to the mandate of the Committee;
15. Coordinate and meet with the Finance Committee and/or the Governance Committee, as needed, to discuss issues of mutual interest;
16. Assume other related responsibilities as assigned to the Committee by the Police Board;
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;
18. Annually review any recommendations approved by the Board in regards to expansion and consider recruitment and growth issues in relation to TransLink's growth and expansion as well as trends, large scale events and resources required;
19. Receive regular updates on professional standards and significant human resources issues such as workplace harassment, professional standards complaints, trends, issues and policy updates.
- 19-20. At least every two years review the Chief Officer and Board Secretary position descriptions from the Board Governance Manual.

Commented [BT1]: Moved from Governance Committee TOR to HR Committee TOR.

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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.

Committee Timetable

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