



Memo

Date: September 19, 2019
To: Members of Council
From: Michelle Miner Seal
Chair, Human Resources Committee
Subject: Report of the Human Resources Committee

Committee Meetings Dates

Since the last meeting of Council, the Human Resources Committee met on May 13, June 19, July 8, August 19 and August 27, 2019.

Summary of Discussions

The committee's work since its last report to Council focused primarily on the selection of a candidate to serve as the Deputy Registrar for a one-year term during the current Deputy Registrar's appointment as Registrar and Chief Executive Officer in 2020.

Council will be asked to consider the committee's recommendation during an in-camera session on September 27th.

At our June meeting, we reviewed and revised the Registrar Performance Evaluation Form and Process. During the summer months, the revisions have been shared with test groups and users (of Performance Evaluations) for validation and input. The results will be analyzed at the committee's next meeting. Thank you to all of you who contributed.

The committee received a summary of HR policies that need to be reviewed. A schedule was developed to determine a proposed cycle for future reviews. The policies are:

- Salary Program and Salary Budget Review (procedure)
- Registrar Performance Evaluation Framework and Process
- Diversity Policy

Currently, the policies do not demonstrate clearly when they were written, last reviewed and/or updated or when they were last approved by Council. The committee is looking at a framework for a policy review cycle that will ensure accountability and transparency. It will also be clear to any successor HRC members when the next review cycle for any given policy will occur.

HRC met on August 27, 2019 at which time we were presented with a Budget briefing. The one (1) page document (HR20190827-37) contained the 2019 staff salaries (including bonuses), a total of \$17,006,198. The same item for 2020 is listed at \$17,511,861. an increase of 2.9%. (from 2019 to 2020). 2.4% is listed as COLA, the difference is movement through salary ranges and bonuses. The committee engaged in a series of questions to understand the current salary procedure (established in 2001) which includes the COLA, range increase and bonus program. Currently the COLA increase is based on an average of 12 months of CPI reported in the GTA. This formula has not been updated since 2001. This current methodology has not required any type of endorsement or approval since its inception.

It lacks in methodology because it does not take into account such things as:

- **Other comparators**
- **Current compensation projections for the 2020 year**
- **The average projected base salary increase for the Province of Ontario which is 1.7%. (Those projections maybe adjusted downwards)**
- **The Provincial government has tabled legislation to cap wage increases to 1% for the next 3 years. This cap will apply to all government employees, School Boards, Universities, Colleges, Hospitals etc.**

Since the Council is the College's fiduciary, it is vital that HRC engage in a thorough review of the policies to bring updates and ensure clarity, transparency and oversight in their application. These recommendations will be presented to Council for approval at future meetings.

HRC also received information on a staffing realignment in the Membership Services Department and a proposed staffing increase of 3 FTEs in the Investigations and Hearings Department. HRC noted its support for the increase providing the budget supports it.

Motions Referred to Council

The Human Resources Committee recommends the following motion for Council's consideration:

That Council appoint _____ to serve as Deputy Registrar for a Term of one (1) year, from 01 January 2020 to 31 December 2020.

Committee Mandate/Duties

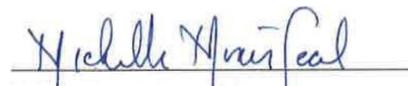
The Human Resources Committee is a Standing Committee of Council that monitors the implementation of the College Salary Program, advises Council on the hiring processes for the Registrar and Deputy Registrar positions, and makes recommendations to Council on Human Resources Policies.

Future Meeting Date(s)

The next meeting has been scheduled for October 2, 2019.

Committee Members

Paige Bennett, OCT
Marlène Marwah
Michelle Miner Seal (Chair)
Alicia Nunn, OCT (Vice-Chair)
Nicole van Woudenberg, OCT


Michelle Miner Seal