

**HR Committee
Meeting Notes
March 2, 2021
12:00 – 12:45 PM
By Zoom**

Attendees	Elaine Allan, Lesa Lacey, Abigail Fulton, Cory Williams, Kelly Betts.
Regrets	Dennis Innis.
Committee Members	Dennis Innes, Cory Williams, Abigail Fulton, Lesa Lacey, Elaine Allan, Kelly Betts.

1. Welcome

2. Purpose

The purpose of this meeting is to discuss the recommendations as approved by the SCBC Board (below) and prepare a draft ED Compensation policy for Board review:

- a) The Board has approved “a one time performance review and cost of living increase to Skills BC ED for the 2020 year of 10%”.
- b) The ED is responsible for Staff Performance increases.
- c) The HR Committee will move forward with the development of a compensation policy for ED Performance based on annual performance review as well as guidelines for Skills BC staff compensation.

3. Review HR Policies of Member Organizations

- a. Elaine conducted information research (in confidence) with several Skills Canada Chapter organizations to help the HR Committee understand: ED compensation levels; if they have a formal process for ED compensation; Annual Bonus; Annual Raises; Annual performance review; RRSPs; Dental and Health care plans; pension plans
- b. It is noted that there is a range of compensation across the country from smaller chapters to larger. All of the chapters did not have a formal ED compensation policy, very few provided bonus, most provided annual raises, dental and health plans and some provided RRSPs and pension plans.

4. Develop HR Policy for Compensation – Committee Recommends

- a. 3 Year Employment Contract with in-depth review completed based on SCBC Board approved review process including compensation – Review completed by the SCBC Executive Committee (process to begin 6 months prior to contract end date).
- b. Compensation Package to include: Annual Salary, Annual salary cost of living increase (range to be established); Dental and Health plan membership; optional RRSP contribution.
- c. Informal annual review of ED Performance completed as part of the Strategic Priorities review of the SCBC organization – as per approved SCBC Board approved review process.

5. Next Steps

Bring recommendations forward to the SCBC Board at the next board meeting.

6. Meeting Adjourned

12:40 PM.