



STAFF REPORT ACTION REQUIRED

Terms of Reference

Date:	August 5, 2015
To:	Labour Relations and Human Resources Committee
From:	Chief Executive Officer

Summary

The TTC Human Resources and Labour Relations Committee Terms of Reference (ToR) are being brought forward to the first meeting of the Committee for their review and approval. Upon approval, the Committee is requested to forward the ToR to the TTC Board for information.

The ToR outlines the Committee's purpose, composition and responsibilities. The Committee meetings are conducted in a manner consistent with the TTC By-law to Govern Commission Proceedings.

Recommendation

It is recommended that the Human Resources and Labour Relations Committee:

1. Approve the attached Terms of Reference; and
2. Forward the approved Terms of Reference to the TTC Board for information.

Financial Summary

This report has no effect on the TTC's operating or capital budgets.

Accessibility/Equity Matters

There are no accessibility/equity issues resulting from the adoption of this report.

Decision History

At its meeting on May 27, 2015, the TTC Board approved the establishment of a Human Resources and Labour Relations Committee.

At its meeting on July 29, 2015 the membership of the Committee was endorsed by the Board.

Contact

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Attachment

- Terms of Reference

HUMAN RESOURCES AND LABOUR RELATIONS TERMS OF REFERENCE

I. PURPOSE

The purpose of the Human Resources and Labour Relations Committee (the “Committee”) is to:

Assist the Board in fulfilling its obligations relating to labour relations, human resources, health and safety, and compensation matters and to establish a plan of continuity of senior management.

II. COMPOSITION

- A. The Committee shall be composed of not fewer than three Commissioners and not more than five Commissioners.
- B. The membership of the Committee shall be endorsed by the Board. Each member shall continue as a member until a successor is appointed, unless the member resigns, or otherwise ceases to be a member of the Board.
- C. The Committee shall meet on an as required basis.

III. RESPONSIBILITIES

Subject to the powers and duties of the Board, the Committee will:

- A. Recommend a performance evaluation process for the Chief Executive Officer (the “CEO”) and, when approved, lead the process in conjunction with the Board Chair.
- B. Review and recommend the CEO’s compensation, including incentive, bonus, benefit and retirement plans, to the Board for approval.
- C. Ensure the review of the position description of the CEO, and annually guide the evaluation of the CEO’s performance against corporate objectives.
- D. Review and recommend succession planning and compensation strategies.
- E. Receive updates and provide guidance to staff on emerging issues relating to labour relations and related human resources matters.
- F. Review matters referred to the Committee by the Board, where appropriate.
- G. Review, plan and make recommendations regarding the mandate for collective agreement negotiations.
- H. Review the Terms of Reference annually.