



## TERMS OF REFERENCE – MISSION AND PEOPLE COMMITTEE

Effective Date: September 2013

Committee Oversight: Governance Committee

Last revised: August 2024

Authorized by: Board of Directors

To be reviewed/revised: May 2025

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<b>PREAMBLE</b>	All standing and adhoc committees of the Hôtel-Dieu Grace Healthcare Board (the “Board”) are established to assist the Board with workload, and are created as an advisory body to the Board, with no inherent right or role. All committee powers are derived from the Board (with the exception of those that are legislated; Medical Advisory Committee, Quality Committee and Fiscal Advisory Committee) and the regular work of all committees must be clearly identified by the Board in the annual approved work plans
<b>PURPOSE</b>	To act as an advisory to the Board, in ensuring Hôtel-Dieu Grace Healthcare (HDGH) is meeting its commitment to fulfill its Mission. To making HDGH the best place to work by creating an environment of engagement, inclusion and physical, mental, emotional and spiritual safety.
<b>RESPONSIBILITIES</b>	<p><b>General:</b></p> <ul style="list-style-type: none"><li>• Review the terms of reference for the committee annually and recommend any revisions to the Governance Committee for board approval</li><li>• Recommend an annual work plan to the Board based on the terms of reference</li><li>• Annually review, confirm and recommend revisions to the Board policies for which the Governance Committee has assigned oversight</li><li>• Such other matters as may be referred by the Board, from time to time</li></ul> <p><b>Mission:</b></p> <ul style="list-style-type: none"><li>• Provide oversight for ensuring HDGH is meeting its commitment to fulfil its Mission, by advancing its goals, philosophy, vision, and values relating to the Board of Directors Statement of Purpose, Corporate Mission Statement and honouring the legacy of the Religious Hospitallers of Saint Joseph and sponsor, Catholic Health International</li><li>• Receive and review reports annually highlighting the activities of the Communications &amp; Mission portfolio including, Equity, Diversity and Inclusion and Spiritual Health.</li><li>• Provide leadership in promoting and supporting the development of a formal diversity and inclusion strategy</li><li>• Receive and review reports highlighting diversity and inclusion current state across the organization, and engagement programs or activities to ensure inclusivity</li></ul> <p><b>People:</b></p> <ul style="list-style-type: none"><li>• Review key organization initiatives and practices in relation to human</li></ul>

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resources, safety, ensuring wellbeing for staff and organizational culture to ensure effective engagement, development and inclusiveness

- Receive and review the Hospital Human Resources (HHR) Plan
- Receive and review reports on Workplace Health and Safety metrics and Continuous Improvement Plan (CIP)
- Review employee engagement strategy and any related results

**Compliance/Performance:**

- Monitor progress for all assigned performance indicators on a quarterly basis (scorecards) and provide advice on trends and opportunities for improvement;
- Ensure a process is in place for the implementation of the annual French Language Services plan for HDGH
- Review and recommend to the Board for approval the annual occupational health and safety report

**Risk Management:**

- Monitor issues, risks and developments, including legislative, in Human Resources/Health and Safety, Human Rights, and advise the Board as appropriate
- Monitor and report on the integrated risk domains assigned to the committee

**Committee Performance:**

- Assess and evaluate the performance and effectiveness of the Committee and Chairperson annually

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**MEMBERSHIP/  
TERM/VOTING**

**Membership:**

- Chair who shall be an elected Director from among the Board (voting)
- At minimum two (2) maximum four (4) additional elected members of the Board (voting)
- Chair of the Board (ex-officio non-voting)
- Chief Executive Officer (ex-officio non-voting)
- Non-Director Committee Members; number should not exceed the number of elected Directors (2-4)(voting)

**Term:**

- July 1 – June 30
- Non-director committee members serve one year terms renewable up to a total of five years

**Voting:**

- There shall be no proxy voting
- As per the by-law (Article 4.2) electronic participation/attendance is acceptable, however email voting is not permitted

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**MEETINGS**

Shall meet four (4) times per year from Sept – June, or more frequently as circumstances dictate.

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	All meetings will be held in-camera.
<b>QUORUM</b>	Shall be fixed at not less than a majority of its Directors <u>only</u> .
<b>REPORTING</b>	The Mission and People Committee is established under the authority of the Board of Directors and is required to report at the next regularly scheduled meeting of the Board. Minutes are recorded and available to the Board.
<b>RESOURCES</b>	Chief Executive Officer, Executive Assistant to the CEO, Chief Human Resources Officer (CHRO), Director of Human Resources & Occupational Health & Safety, Director of Communications & Mission, and any additional staff responsible for Human Resources and/or Mission or those designated by the CEO and required for the committee to fulfill its duties.

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