



Canon 39

Human Resources Committee

1. There shall be a Human Resources Committee, which shall be responsible to the Diocesan Council of Synod for all matters relating to the human resources affairs of the Diocese. Without limiting the generality of the foregoing, the Human Resources Committee shall be responsible to the Diocesan Council of Synod for the following matters:
 - (a) pension;
 - (b) retiring gratuity;
 - (c) life insurance;
 - (d) dental insurance;
 - (e) health insurance;
 - (f) disability plans;
 - (g) compensation (including travel expense reimbursement);
 - (h) reimbursement for moving expenses at retirement;
 - (i) health and safety;
 - (j) any other fringe benefits pertaining to the Diocese; and
 - (k) such other matters as may be assigned to it by Synod or Diocesan Council.
2. The Human Resources Committee shall consist of the following members:
 - (a) ex-officio members, who shall be:
 - (i) the Bishop;
 - (ii) the coadjutor bishop (if any);
 - (iii) the suffragan bishops (if any);
 - (iv) the Chancellor;
 - (v) the Director of Human Resources, who shall be Secretary of the Committee;



- (vi) the Secretary-Treasurer;
 - (b) elected members, who shall be:
 - (i) four clerics elected by Synod, one of whom shall be elected annually for a four-year period; and
 - (ii) four members of the laity elected by Synod, one of whom shall be elected annually for a four-year period and at least one of whom shall be a lay representative to Synod at the date of election;
 - (c) not more than seven co-opted members, who shall be those persons having special skill, knowledge, or experience useful to the Committee who are appointed by the Committee in consultation with the Bishop to serve until the next annual session of Synod.
3. (a) The following provisions shall apply to elected members of the Committee:
- (i) Any elected member failing to attend three duly called consecutive meetings of the Committee shall automatically cease to be a member of the Committee and the Committee shall so notify such delinquent member, provided that the Committee may, in its sole discretion, on explanation, waive the default.
 - (ii) In the event of the resignation, death, or retirement of an elected member of the Committee, or in the event that an elected member of the Committee vacates their office by non-attendance, the vacancy or vacancies shall be filled by appointment by the Committee until the next annual session of the Synod when the replacement member or members shall be elected by Synod in accordance with the foregoing to complete the term of office of the vacating member or members.
- (b) Each of the ex-officio, elected and co-opted members of the Committee shall have one vote at all meetings of the Committee. A quorum of the Committee shall consist of a majority of the members thereof.
4. The Committee shall have power to appoint from among its members an executive committee of the Committee consisting of the chair and three or more members of the Committee, who shall have authority to act on behalf of the Committee and to whom the Committee may delegate such matters as the Committee shall consider proper.
5. The Human Resources Committee may establish such sub-committees and task forces as may be required to fulfill its duties and shall establish their terms of reference.



6. The membership of such sub-committees shall consist of:
 - (a) members (who may, but need not, be members of the Human Resources Committee) who shall be appointed annually by the Bishop or the Bishop's designate in consultation with the chair of the Human Resources Committee;
 - (b) at least one member of the Human Resources Committee shall be a member of each sub-committee, and may, but need not, be the chair.
7. The Bishop or the Bishop's designate shall recommend annually the chair of each sub-committee to the Human Resources Committee membership for ratification.
8. The chair and the members of sub-committees may be lay or ordained.
9. Meetings of the Human Resources Committee and its sub-committees shall be held as follows:
 - (a) the inaugural meeting of the Committee each year to be held no later than 10 days before the October Diocesan Council meeting shall be called by the Director of Human Resources, who shall act as convener, for the purpose of electing a chairperson and such other officers as the Committee may require to hold office for the ensuing year;
 - (b) subsequent meetings shall be held as required at such times and places as the Committee shall determine;
 - (c) meetings shall be held on not less than five days notice at the call of the chairperson, or upon the request of any two members of the Committee;
 - (d) the chair of the Human Resources Committee and the chairs of the sub-committees shall consult with the Director of Human Resources as to the scheduling of meetings and the planning of agendas; and
 - (e) ordinarily all sub-committees shall report through the Human Resources Committee to Diocesan Council or Synod.