1. **CALL TO ORDER**
   Call to Order – 10:03 AM

2. **TERRITORIAL ACKNOWLEDGMENT**
   We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh Úxwumíxw (Squamish), Selíl̓witulh (Tsleil-Waututh), kʷikʷəƛ̓əm (Kwikwetlem) and qiicəy (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. **ROLL CALL OF ATTENDANCE**
   3.1 **HR and Personnel Composition**
   President (Chair) Helen Sofia Pahou
   VP Internal and Organizational Development (Vice-Chair) Judit Nagy
   Acting VP Equity and Sustainability Arthur Lee
   Mathematics Councillor Ben Tischler

   3.2 **Society Staff**
   Board Organizer Emmanuela Droko
   Temporary Operations Organizer Sindhu Dharmarajah
   Administrative Assistant Phanie Phan

   3.3 **Regrets**
   Mathematics Councillor Ben Tischler

4. **CONSENT AGENDA**
   4.1 **CONSENT AGENDA**
   Be it resolved to adopt the consent agenda by unanimous consent.
   CARRIED UNANIMOUSLY

5. **ADOPTION OF THE AGENDA**
   5.1 **MOTION HRP 2022-10-31:01**
   Helen / Judit
   Be it resolved to adopt the agenda as amended.
   CARRIED AS AMENDED
   - Add section ‘Ratification of Regrets’
• Add ‘In-Camera’ items:
  o Legal Response to Human Rights Issue
• Add section ‘New Business’ and items:
  o Personnel Policy Amendment and Review Process
• Add section ‘Discussion Items’
  o Staff Policy and Bylaw Training
  o Staff Training by SVSPO
  o Picking HR Consultant for Personnel Review

6. RATIFICATION OF REGRETS
   6.1 MOTION HRP 2022-10-31:02
   Judit / Arthur
   Be it resolved to ratify regrets for the Mathematics Councillor, “Ben Tischler”, for the October 31, 2022 HRP meeting.
   CARRIED UNANIMOUSLY

7. IN-CAMERA
   7.1 MOTION HRP 2022-10-31:03
   Arthur / Judit
   Be it resolved to go in-camera for the remainder of the meeting.
   CARRIED UNANIMOUSLY
   • SOPs and Direction to Staff
   • Legal Response to Human Rights Issue

8. EX-CAMERA
   8.1 MOTION HRP 2022-10-31:04
   Helen / Judit
   Be it resolved to go ex-camera.
   CARRIED UNANIMOUSLY

Mathematics Councillor joined meeting at 10:49 AM.
9. NEW BUSINESS
9.1 PERSONNEL POLICY AMENDMENT AND REVIEW PROCESS - MOTION HRP 2022-10-31:05
   SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”
   ATTACHMENT: HRP - GOV Personnel Policies; HRP - GOV Personnel Policy Review Schedule
   Judit / Helen
   Whereas the review process for the Personnel Policies goes through both the HR and Personnel
   Subcommittee and Governance Committee;
   Whereas a Review Schedule has been prepared by the Chair of Governance Committee, “Judit
   Nagy”;
   Be it resolved to task Governance Committee to present draft language for the outlined policies
   at the next HRP meeting in November.
   CARRIED UNANIMOUSLY
   • VP Internal explained that most of the changes to the personnel policies can go
     through the GOV or HRP Committee. Some policies require to be reviewed by an
     external consultant. Other policies have been reviewed and are awaiting a sign off
     by a consultant.

10. DISCUSSION ITEMS
10.1 STAFF POLICY AND BYLAW TRAINING
   SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”
   • VP Internal after a discussion with the Board Organizer and the Operations
     Organizer, it became apparent that the SFSS is inconsistent with its operations, as
     people are unaware of the policies and by-laws.
   • VP Internal suggested that these issues can be solved by giving people the resources
     and knowledge about how the SFSS operates. This can happen by scheduling a by-
     laws and policy training for staff, that will be run by VP Internal or Beaty, the Policy,
     Research, and Community Affairs Coordinator.
     o VP Internal said that the training should be added as part of the onboarding
       process.
     o VP Internal shared that she can prepare a schedule of what should be
       taught.
   • Ella spoke in support of VP Internal because the lack of information about how the
     SFSS operates leaves a lot of things open to interpretation.
   • Ella said that it will be good to segment something that can be adopted and
     incorporated into Council training as well.
• President spoke in support of this recommendation.
• President suggested that as a long-term practice, Beaty should be giving the staff trainings, since the Executives’ tenure is only one year.
  o VP Internal said that she will have a discussion with Beaty about how to approach the training.

Operations Organizer joined meeting at 11:00 AM.

10.2 STAFF TRAINING BY SVSPO
SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”
• VP Internal wanted to know if a disclosure training with SVSPO can be done for staff members, so they know how to respond to emergency situations, how to refer people to the right resources, and so on.
  o VP Internal shared that she is more than happy to reach out to SVSPO to schedule a training for staff.
• Acting VP Equity said that it will be helpful to allow everyone the chance to review because it will bring in mind the polices and make sure that staff is also supported in their role.
• President spoke in support of this recommendation.
• President shared that the SFSS has tried to add structure via SVSPO training but it fell through, so this is a great time to bring it back and implement it as efficiently as possible.

10.3 PICKING HR CONSULTANT FOR PERSONNEL REVIEW
SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”
• VP Internal expressed that the SFSS needs to hire an external consultant to go over the SFSS policies.
  o One of the consultants VP Internal found was Jouta.
• VP Internal asked people to look for consultants, who can help with the personnel policy review.
  o President elaborated that the deadline to send VP Internal some recommendations for consultants is Monday, November 7, 12:00 PM.
11. ATTACHMENTS
   11.1 HRP - GOV Personnel Policies
   11.2 HRP - GOV Personnel Policy Review Schedule

12. ADJOURNMENT
   12.1 MOTION HRP 2022-10-31:06
   Helen / Arthur
   Be it resolved to adjourn the meeting at 11:07 AM
   CARRIED UNANIMOUSLY
# Personnel Policy Review Schedule

By: VP Internal & Organizational Development “Judit Nagy”  
(October 31, 2022 HRP Meeting)

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>Amendment Proposed</th>
<th>Governance or Consultant</th>
<th>Estimated Completion Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>PP-1: Office Closure</td>
<td>Reconciliation</td>
<td>Governance</td>
<td>End of November</td>
</tr>
<tr>
<td>PP-2: Building Closure</td>
<td>Reconciliation // Amendment: Procedure, Definition, and Contextualization for different departments</td>
<td>Governance</td>
<td>End of November</td>
</tr>
<tr>
<td>PP-3: Abuse</td>
<td>Amendment: Separate unionized staff, non-unionized, volunteer allegation procedure (3.13)</td>
<td>Governance + HRP</td>
<td>End of December</td>
</tr>
<tr>
<td>PP-4: Confidentiality</td>
<td>Amendment: Add in Privacy Officer and outline involvement</td>
<td>Governance + HRP review</td>
<td>End of November</td>
</tr>
<tr>
<td>PP-5: Conflict of Interest</td>
<td>Amendment: Blend PP-5 and PP-8</td>
<td>Governance</td>
<td>End of November</td>
</tr>
<tr>
<td>PP-9: Hiring Practices</td>
<td>Amendment: Define “suitability”</td>
<td>HRP</td>
<td>Mid November</td>
</tr>
<tr>
<td>PP-12: Accident And Injury Reporting</td>
<td>N/A - Review</td>
<td>Consultant</td>
<td>Mid January</td>
</tr>
<tr>
<td>PP-16: Orientation</td>
<td>Amendment: Mandatory Policy and Bylaw training and SA prevention training</td>
<td>Governance</td>
<td>End of November</td>
</tr>
<tr>
<td>PP-18: Performance Review</td>
<td><strong>N/A - Review (unionized staff?)</strong></td>
<td>Consultant</td>
<td>Mid-Late January</td>
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</tr>
<tr>
<td>PP-19: Personnel Files</td>
<td><strong>N/A - Review</strong></td>
<td>Consultant</td>
<td>Mid-Late January</td>
</tr>
<tr>
<td>PP-21: Records retention</td>
<td>Amendment: Role Updates</td>
<td>Governance</td>
<td>End of November</td>
</tr>
<tr>
<td>PP-23: Code of Conduct</td>
<td>Amendment: Blend 23 and 29</td>
<td>Governance</td>
<td>Mid-Late January</td>
</tr>
<tr>
<td>PP-25: Email, Voicemail, and Internet Use</td>
<td><strong>N/A - Review</strong></td>
<td>Consultant</td>
<td>Mid-Late January</td>
</tr>
<tr>
<td>PP-27: Use of Social Media</td>
<td>Amendment: Role Update</td>
<td>Governance</td>
<td>End of November</td>
</tr>
<tr>
<td>PP-31: Complaints</td>
<td>Under the Amendment Process at Governance since July</td>
<td>Governance + HRP (waiting on consultant sign off)</td>
<td>Indefinite // Has been outstanding for months. End of January</td>
</tr>
<tr>
<td>PP-32: Whistleblowing</td>
<td><strong>N/A - Review</strong></td>
<td>Consultant</td>
<td>Mid-Late January</td>
</tr>
<tr>
<td>PP-33: Bullying and Harassment</td>
<td><strong>N/A - Review</strong></td>
<td>Consultant</td>
<td>Mid-Late January</td>
</tr>
<tr>
<td>PP-36: Professional and Personal Development</td>
<td>Amendment: Synchronise with CA</td>
<td>HRP + Governance</td>
<td>End of December</td>
</tr>
</tbody>
</table>

**Notes:**

**Colour Code:**

**GREEN:** We can use our regular committees for the changes

**YELLOW:** Will require external review after draft is complete

**ORANGE:** Will require an external consultant for majority of it

- To keep to the established schedule, an HR lawyer or consultant will need to be selected at the next scheduled meeting (November 14, 2022)