

1. WELCOME

Patty Johns, Chair of the Board of the Human Resources Professionals Association (HRPA), took the Chair and welcomed all members to the 2022 Annual Meeting of HRPA.

The Chair introduced the speakers for the session which included, John Hannah, Interim, Chief Executive Officer, Louis Kan, Chair of our Finance and Audit Committee, Dr. Claude Balthazard, Registrar and Vice President, Regulatory Affairs and Moderator Brian Buchan, Vice President Public Relations, and Communications.

It was noted that there were 181 eligible members who pre-registered for the Annual Meeting. At the start of the meeting there were 96 voting members present, in person, online, and represented by proxy.

The moderator shared the meeting and voting procedures with the assembly.

2. CALL TO ORDER

Notice having been given of the Annual Meeting, in accordance with the By-laws and with a quorum present, the Chair declared that the meeting was duly constituted for the transaction of business of the Association and called the meeting to order.

3. MINUTES OF THE PREVIOUS ANNUAL MEETING

The minutes of the last Annual Meeting held on May 27, 2021, were distributed to members electronically with pre-registration and were posted on the HRPA web site.

**MOTION**

**"The minutes of the last Annual Meeting held on May 27, 2021, were approved as circulated."**

**CARRIED**

4. CHAIRS REPORT

The Chair shared her pride in the performance of the Human Resources Professionals Association (HRPA) over the past year. Despite the challenges of COVID-19, HRPA continues to be in a strong financial position. With two main drivers being, the investment returns of 10.5% and membership growth of 4.6%. The growth in membership shows that the demand for HR professionals is higher than it ever has been, with Hire Authority and LinkedIn job postings nearly double from a year prior.

Recognition of the value of HR has certainly increased during these uncertain times as organizations prepare their workforces for the new normal post-pandemic and ultimately the new world of work. Businesses across all industries are appreciating the value that designated HR professionals bring to their organizations and are turning to HR as a strategic and trusted advisor.

On behalf of the HRPA Board of Directors, the chair expressed acknowledgement of the contributions that HR professionals have made over the past year.

Over the past year, the Board of Directors has focused on strategy, risk management, regulatory governance and creating opportunities to connect with our important volunteer network.

We worked closely with management to finalize the HRPAs Strategic Plan 2022–2023, which will help us achieve our vision of protecting society by enabling a flourishing human resources profession. The strategy includes four key themes: Regulatory Excellence, Service Leadership, Exemplary People Practices, and Operational Effectiveness. We also began work with the leadership team on a Balanced Scorecard approach to measure our progress in executing the strategic plan.

In a highly digital world where cyber security risks are ever-increasing, we heightened our focus on enterprise risk management to ensure we remain vigilant and are prepared for any potential risk scenarios. From a regulatory governance perspective, the HRPAs adopted a risk-based approach which will guide us in regulating human resource professionals.

Finally, understanding the “Voice of the Volunteer” was an important priority for the Board. HRPAs fortunate in that we have over 800 people volunteer their time to the HRPAs through our robust Chapter network our Provincial Committees and Task Force Groups or through our Regulatory Committees.

Recognizing the importance of volunteers as the engine of HRPAs, we facilitated and held two meetings with Chapter Chairs and a meeting with the Chairs and Vice-Chairs of our Regulatory Committees. The objective of these meetings was to gain more understanding from our volunteers of what works, what doesn't and what we can do better. Thank you to those who participated and to all HRPAs volunteers for your tireless dedication and commitment to the HRPAs.

The accomplishments in 2021 would not have been possible without the entire HRPAs team – executive and staff – and the leadership of former CEO, Louise Taylor Green, who stepped down from her role in March 2022. During her nearly four years at HRPAs, Louise made a significant contribution, drove strong performance results, and influenced the culture at HRPAs. On behalf of the Board and all of our members, I thank Louise for her leadership and contributions.

To provide leadership during the transition to a new CEO, the HRPAs appointed John Hannah as Interim CEO. John is an elected Board Member, an accomplished executive and has a strong team at the HRPAs supporting him.

The chair took an opportunity to thank the Human Resources Research Institute Board of Directors and the National Research and Awards Committee for their important contribution to the HR profession over the past 12 years. The HRRIs directly supported academic research into the HR profession and recognized scholars who are pursuing graduate and post graduate degrees in the HR field. This year the HRPAs Board made the difficult decision to close the HRRIs after careful consideration within the context of the HRPAs strategic plan. While we value the HRRIs contribution, we are shifting the focus of research away from the academic grant approach as the HRPAs evolves its own research function that is focused on serving our members and providing them with relevant thought leadership and policy guidelines that help achieve our mission of advancing the HR profession and protecting the public interest. The work that Chair Antoinette Blunt, the HRRIs board, as well as Jo-Anne Ball and the National Research and Awards Committee has been outstanding.

Finally, the Chair thanked the Board for their dedication and commitment to regulatory governance excellence and supporting the HRPAs in fulfilling its mission of being a regulatory association that sets the standards of HR professionalism in service to the public.

## 5. INTERIM CEO'S REPORT

The Interim CEO thanked the assembly for attending this important meeting.

The pandemic has highlighted not only the need for HR but also the business risks associated with not having an HR department or function within the organization. Businesses are understanding the strategic value of – and urgent need for – expert, skilled and regulated human resources professionals. They know qualified and expert HR professionals are vital to addressing people-related challenges that will ultimately impact the impact their company as a whole, right down to the bottom line.

HRPA and its members pressed forward with determination, innovation, and a steadfast commitment to the HR profession and to leading change in today's and tomorrow's workplaces.

We saw this commitment clearly in members' participation in HRPAs' learning and professional development initiatives and events, which were mostly virtual. For example, HRPAs' live webinars drew close to 25,000 registrations this year – a 32% increase over the previous year – and almost 2,000 registrations for HRPAs' certificate programs and workshops, a 91% increase over the previous year.

We also saw more than 2,600 registrations for HRPAs' micro-conference events, and strong participation in smaller, more frequent events. Local HRPAs' Chapter events (held online) garnered over 55,000 registrations – a 65% increase over the previous year – and demonstrated how important and valuable it is for members to experience learning, professional development, and networking within their own local or regional contexts, even virtually.

We continued the rebranding initiative launched in 2019 with a high-profile and highly successful brand campaign running from April to August. Leveraging the tagline Better HR Makes Business Better, we highlighted the role of HR professionals as strategic advisors who positively affect the bottom line and help manage a company's greatest asset: its people.

The campaign was a resounding success, attracting nearly 14.4 million impressions, with over 3.6 million views on our main campaign videos and an average of 54 seconds spent on our materials.

HR professionals have had a lot to juggle, with significant pressures. COVID-19, vaccination policies, awareness of Indigenous experiences, AODA and workplace inclusion, diversity, equity, and accessibility issues were among the leading topics and themes discussed by members within HRPAs' growing Online Communities platform – a virtual place for HRPAs' members to discuss relevant topics, share knowledge and experiences, and collaborate.

Shifts in HR and workplace trends, public policy, and new legislation, such as the Right to Disconnect, became a key focus for HRPAs as we delivered timely webinars, conferences, and on-demand learning resources for HR leaders in these areas. HRPAs also provided customizable policy templates related to

mental health, inclusive hiring, codes of conduct and zero tolerance for harassment, discrimination, and violence in the workplace.

HR professionals signaled their own understanding of how important it is not only to be part of a regulated profession but also to have opportunity to increase their expertise and value to organizations through an HRPAs designation.

HRPA achieved an impressive renewal rate of 89.4% for member registrations and a 4.6% increase in members. HRPAs also granted 1,222 new designations, a 75% increase over the number granted in Fiscal Year 2020.

The CEO thanked the board, volunteers and HRPAs staff team for an exceptional year of achievement and encouraged members to review the Annual Report which provided greater detail.

## 6. **BY-LAWS AND SCHEDULES**

As part of HRPAs standing procedure to review policy every three years, the Governance and Nominating Committee with support from *Governance Solutions Inc.* undertook a deep dive into three key areas:

1. As part of our review of our **General Bylaws** we reviewed our Board Composition and Term Limits. This includes some housekeeping items and alignment to best practices, such as setting term limits, transition requirements and modifying officer roles. We now have maximum term limits as well as cumulative limits that align closer to what other regulatory bodies do, and we aim to align these practices across our volunteer structures.
2. Within our volunteer structure we focused on ensuring our volunteers were heard with recommendations made related to our **Chapter Governance and Operating Terms** to standardize structure and procedures while reducing barriers to entry.
3. Finally, within our **Regulatory Committees Terms of Reference** we made some housekeeping changes to ensure currency and made structural modifications to the Academic Standards and Exam validation committees.

A detailed Table of Concordance which includes the old version of the bylaws, the revisions and the rationale for each change was published with our meeting notices and is on the Annual Meeting webpage.

### MOTION

**"The Board's recommended revisions to Associations By-Laws and Schedules were confirmed as circulated."**

**CARRIED**

## 7. **AUDITORS' REPORT FOR THE FISCAL YEAR ENDING NOVEMBER 30, 2021**

Louis Kan, Board Director, and Chair of the Finance & Audit Committee, indicated that the Auditors' Report has been received and the summarized financial statement are available on the HRPAs website. The statements were also included in the Annual Report.

In the auditor's opinion, the financial statements present fairly, in all material respects, the consolidated financial position of the Association as of November 30, 2021 and its consolidated results of operations along with consolidated cash flows for the year then ended, in accordance with Canadian accounting standards for not-for-profit organizations.

A brief overview was shared with the assembly.

HRPA has built robust reserves, both from an operational and strategic perspective. This allows us to:

- Have a strong Contingency Fund that would cover about 6 months of cash flow needs and a cushion to keep the lights on.
- Have the resources necessary to drive our strategic plan, focusing on strategic projects and making needed investments in HR, Infrastructure, and IT to drive our strategic objectives.
- These investments will enable our future growth, both in terms of our legislated regulatory obligations and in growing the brand.

**MOTION**

**"The Auditors Report and Financial Statements for the year ended November 30, 2021, was accepted as presented."**

**CARRIED**

**8. APPOINTMENT OF AUDITORS FOR 2022**

The Committee Chair indicated that the accounting firm of *BDO Canada LLP* was being proposed to the membership for appointment as the auditors of HRPAs.

**MOTION**

**"The accounting firm of *BDO Canada LLP* was appointed Auditors for HRPAs for the 2022 fiscal year and the Board of Directors were empowered to fix the remuneration of the Auditors."**

**CARRIED**

**9. REPORT ON REGULATION AND STATUTORY COMMITTEES**

The Association registrar and vice president regulatory affairs, Dr. Claude Balthazard, C. Psych., CHRL shared with members a report on registration and regulatory committees.

HRPA ended fiscal 2021 with a total of 22,970 registrants. This represents a 4.6% year-over-year gain. The overall renewal rate across all registration classes was 89.4%. Again, the renewal rate for designated members at 96.5% outpaced the renewal rate for non-designated members at 78.1% and students at 76.8%.

Compliance continues to be an issue, however. In 2021, the compliance rate for the requirement for registrants in independent practice was 28.6% and the compliance rate for the requirement for members to notify the Registrar of bankruptcies and insolvency events was 11.8%.

Highlights were provided on behalf of each of the association's regulatory committees:

- The Registration Committee was chaired by Agnes Ciesla and vice-chaired by Cindy Zarnett. The Registration Committee received 65 referrals in 2021, which is a significant increase from the previous year. 47 of these referrals were approved for registration, 7 were approved with conditions, 7 are awaiting panel review, 16 are awaiting supporting documentation, 7 applicants withdrew their applications, and 1 application was denied.
- The Experience Assessment Committee was chaired by Michelle Rathwell and vice-chaired by Elizabeth Blunden. The Experience Assessment Committee is called upon to make decisions in two situations: (1) to review experience submitted by candidates in fulfilment of the CHRL experience requirement and (2) to review experience submitted by candidates in the context of HRPAs's alternate route. In 2021, the Experience Assessment Committee reviewed 248 validation of experience applications, of which 169 or 68% were approved. The Committee also reviewed 119 Alternate Route submissions, of which 72 or 61% were approved.
- The Academic Standards (Diploma) Committee, chaired by Michelle White, reviews institutional course approval applications for diploma-level coursework from jurisdictions outside of Ontario as well as individual submissions with regard to diploma-level coursework not on HRPAs's list of approved courses. The Academic Standards (Diploma) Committee received 3 institutional course approval submissions in 2021 and approved 3 institutional course approval submissions. The Committee did not receive any individual submissions in 2021.
- The Academic Standards (Degree) Committee chaired by Julie Aitken Schermer and vice-chaired by Kate Toth reviews institutional course approval applications for degree-level coursework as well as individual submissions with regard to degree-level coursework not on HRPAs's list of approved courses. In 2021, the Academic Standards (Degree) Committee reviewed 6 institutional applications and approved 3 of these. The Committee also reviewed 32 individual submissions of which 26 were approved.
- It should be noted that starting with the new committee year, the Academic Standards (Diploma) Committee and the Academic Standards (Degree) Committee will be merged into a single committee.
- The CHRE Review Committee, chaired by Dennis Concordia and vice-chaired by Janet Brooks, reviewed 31 applications in 2021, approving 14 of those applications.
- The CHRP Exam Validation Committee chaired by Claire Chester and vice-chair Roxanne Chartrand oversaw the development and scoring of the CHRP Knowledge Exam and the CHRP Employment Law Exam. In 2021, 1,052 candidates took the CHRP Knowledge Exam and 468 candidates wrote the CHRP Employment Law Exam. The pass rate for the CHRP Knowledge Exam was 64.9% and the pass rate for the CHRP Employment Law Exam was 97.0%.
- The CHRL Exam Validation Committee chaired by Nancy Richard oversaw the development of the CHRL Knowledge Exam and the CHRL Employment Law Exam. In 2021, 928 candidates wrote the CHRP Knowledge Exam and 652 candidates wrote the CHRP Employment Law Exam. The pass rate for the CHRP Knowledge Exam was 66.8% and the pass rate for the CHRP Employment Law Exam was 89.2%.
- The Continuing Professional Development Committee chaired by Serenela Felea and vice-chaired by Sarah Bhairo oversaw the processing of—wait for this—4,971 CPD log submissions in 2021. Also, the Committee audited 178 CPD logs selected at random.
- The Complaints Committee chaired by Jennifer Cooper and vice-chaired by Michael Burokas, reviewed 13 complaints last year. The complaint rate for HRPAs last year was .57 complaints per 1000 registrants. This complaint rate was the second lowest in Ontario last year.

- The Discipline Committee and the Capacity Committee are two separate committees with separate mandates but share the same membership. Both committees are chaired by Lynne Latulippe and vice-chaired by Steven Lewis.
- The Discipline Committee did not get any referrals in 2021 but made one decision from a previous referral which was a finding of misconduct. The Capacity Committee did not get any referrals last year.
- The Review Committee chaired by Damienne Lebrun-Reid and vice-chaired by Graham Stanclik handled 4 referrals last year. No further action was required in any of these referrals.
- The Appeal Committee chaired by Melanie Kerr and vice-chaired by Maureen Quinlan had 12 referrals in 2020. None of the appeals resulted in overturning the original decision.
- In 2021, the Professional Standards Committee provided feedback and approved 1 practice standard and 3 practice guidelines. The PSC also reviewed HRPAs new Code of Ethics and Rules of Professional Conduct and the updated Continuing Professional Development process which is still in development. These will be shared with members once approved by our Board of Directors.
- The Chapter Regulatory Discussion Committee met twice in 2021.

For those who are interested in the activities of our regulatory committees, the Registrar's Report is published quarterly.

#### **10. REPORT ON ELECTION OF DIRECTORS**

The Chair of the Board thanked the three outgoing Board members, Kevin Hawkins, Mary Madigan-Lee, and Bob Thompson for their participation on the HRPAs Board of Directors and for their dedication and leadership within the HR profession. Kevin has served on the Board from 2019 to 2022, Mary has served on the Board from 2019 to 2022 and Bob leaves us as our most recent past Chair and a Board member from 2013 to 2022.

She then shared with the assembly the results of the province wide election and congratulated Alison Staples, Emilie Le Tual, Alana Free and John Hardisty as the newest.

The 2022-2023 Board of Directors were introduced:

- |                                   |  |
|-----------------------------------|--|
| 1. Patty Johns, Chair             | 8. Timothy Lang, Order in Council Appointee      |
| 2. Alana Free                     | 9. Émilie Le Tual                                |
| 3. John Hannah, Interim CEO       | 10. Robert Maich, Order in Council Appointee     |
| 4. John Hardisty                  | 11. Selomon Menghsha, Order in Council Appointee |
| 5. Dr. Susan Haywood              | 12. Alison Staples                               |
| 6. Lisa Isaac                     | 13. Annette van't Spyker                         |
| 7. Louis Kan, Non-Member Director |  |

#### **11. QUESTIONS FROM THE ASSEMBLY**

**Q: Registration numbers are impressive, are we able to understand attendance numbers for our webinars?**

**A:** Attendance is at 96% for our certificate programs and workshops.

**Q: What are the changes in policy, processes, and laws that have been suggested to the government?**

A: HRPAs is developing our advocacy this year. In fact, our policy recommendations are available online within our HR Insights blog. For example, our advocacy paper on the Ontario workplace advisory Program is posted there. We are looking at creating greater visibility on our website for advocacy.

**Q: Last year the membership fees were being looked at, has this been considered this year?**

A: There is a process to review pricing which began in 2021, but at this point we have not finalized that work.

**Q: Is there a plan to provide clear guidance on CPD in the future? Some areas are unclear, especially some university course work and self-paced on line learning and the formatting of the log could be improved.**

A: A fundamental review of CPD is underway and will be shared in the future.

**Q: How are the CPD logs validated? E.g., volunteer hours.**

A: The committee reviews the logs and any supporting documentation. There is an element of the honour system in all aspects of CPD. Where possible validations of documents are made.

**Q: What was the pass rate for the CHRL Employment Law exam**

A: 97% was the pass rate

**Q: What is the role of an order in council appointee?**

A: These are individuals appointed by the Minister of Labour. They are responsible for providing strategic direction to the HRPAs, they provide advice to the Minister on what transpires at HRPAs and could potentially resolve disputes if needed. The Public Appointments Secretariate oversees the appointment of our OIC's.

## 12. VOTING RESULTS

Designated members voted on, and approved, the following motions:

- MOTION 01: The minutes of the last Annual Meeting, held on May 27, 2021, were approved as circulated.
- MOTION 02: The revisions to the Associations By-Laws and Schedules were confirmed as circulated.
- MOTION 03: The Auditors Report and Audited Financial Statements for the year ended November 30, 2020, were accepted as presented.
- MOTION 04: The accounting firm of BDO Canada LLP was appointed Auditors for HRPAs for the fiscal year 2022 and the Board of Directors were empowered to fix the remuneration of the Auditors.

## 13. CONCLUSION

With no further business to be brought forward, the Chair ended the meeting.

\*ORIGINAL SIGNED

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Patty Johns  
Chair of the Board

\*ORIGINAL SIGNED

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John Hannah  
Interim CEO and Corporate Secretary