



Alberni-Clayoquot Regional District

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY, NOVEMBER 8, 2017

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS PRESENT: John Jack, Chairperson, Councillor, Huu-ay-aht First Nation
John McNabb, Director, Electoral Area “E” (Beaver Creek)
Mike Ruttan, Mayor, City of Port Alberni
Josie Osborne, Mayor, District of Tofino

REGRETS: Mike Kokura, Director, Electoral Area “B” (Beaufort)

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer
Wendy Thomson, Manager of Administrative Services

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 10:02 am.

The Chairperson recognized the meeting being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. **APPROVAL OF AGENDA**

MOVED: Director Ruttan

SECONDED: Director Osborne

THAT the agenda be approved as circulated with the addition of the following late item: 3 b. Communications between staff and directors after hours.

CARRIED

3. **REPORTS**

a. Draft Terms of Reference – Personnel Committee

The Committee reviewed the draft terms of reference as presented.

MOVED: Director Osborne

SECONDED: Director Ruttan

THAT the Personnel Committee recommend that the ACRD Board of Directors approve the amended Terms of Reference for the Personnel Committee.

CARRIED

b. Late Item – After hours communications – Directors/Staff

The Chief Administrative Officer spoke to an issue raised by a few directors with respect to directors contacting staff members (managers) after hours. The CAO advised this was discussed with the other managers and is not an issue. The Committee agreed this could be addressed after the next election during the orientation session.

4. IN-CAMERA

MOVED: Director Osborne

SECONDED: Director Ruttan

THAT the meeting be closed to the public as per the Section (1) (c) of the Community Charter to discuss labour relations or other employee relations.

CARRIED

The meeting was closed to the public at 10:29 am.

The meeting was re-opened to the public at 11:59 am.

5. RECOMMENDATIONS FROM IN-CAMERA

6. ADJOURN

MOVED: Director Osborne

SECONDED: Director McNabb

THAT the meeting be adjourned at 11:59 am.

CARRIED

Certified Correct:

John Jack, Chairperson
Chairperson

Wendy Thomson,
Manager of Administrative Services