



Personnel Committee Meeting
Thursday, July 24th, 2025
Zoom – 1:30pm

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/24-7-2025/7729/?catid=0>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_7FBxq6HDSb-CdkSe9fzSuQ#/registration

PAGE #

1. **CALL TO ORDER**

Recognition of Territories.

Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.

Introductions – Directors and Staff present via Zoom.

2. **APPROVAL OF AGENDA**

(motion to approve, including late items required ALL VOTE 2/3 majority vote)

3. **DECLARATIONS**

(conflict of interest)

4. **MINUTES**

a. **Personal Committee Meeting – June 5, 2025**

3-5

THAT the minutes of the Personnel Committee meeting held on June 5, 2025 be adopted.

5. **QUESTION PERIOD**

Questions/Comments from the public:

- Participating in the Zoom meeting
- Emailed to the ACRD at responses@acrd.bc.ca

6. **IN CAMERA**

Motion to close the meeting to the public as per the Community Charter, section(s):

- i. 90 (1) (c): labour relations or other employee relations;*
- ii. 91 (2) (a): If all or part of a meeting is closed to the public, the board may allow a person other than regional district officers and employees to attend, in the case of a meeting that must be closed under section 90 (2), if the board considers this necessary and the person (i) already has knowledge of the confidential information*

7. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

8. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE PERSONNEL COMMITTEE HELD ON THURSDAY, JUNE 5, 11:00 AM

Zoom

- DIRECTORS** Sharie Minions, Mayor, City of Port Alberni
- PRESENT:** Penny Cote, Director, Electoral Area “D” (Sproat Lake)
Marilyn McEwen, Mayor, District of Ucluelet
Tom Stere, Councillor, District of Tofino
- REGRETS:** John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations
- STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer
Cynthia Dick, General Manager of Administrative Services
Shane Koren, Manager of Financial Services
Stephanie Waters, Procurement Coordinator
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/5-6-2025/>

1. **CALL TO ORDER**

The General Manager of Administrative Services (GMAS) called the meeting to order at 11:03 am.

The GMAS recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The GMAS reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Director Cote was appointed as Chairperson for this meeting and resumed as Chair.

2. **APPROVAL OF AGENDA**

MOVED: Director Stere

SECONDED: Director Minions

THAT the agenda be approved as circulated.

CARRIED

3. **DECLARATIONS**

4. **QUESTION PERIOD**

Questions/Comments from the public. The General Manager of Administrative Services advised there were no questions or comments respecting an agenda topic from public:

- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

5. **IN CAMERA**

MOVED: Director Cote

SECONDED: Director Minions

Motion to close the meeting to the public as per the Community Charter, section(s):

- i. 90 (1) (j): information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*

Freedom of Information and Protection of Privacy Act, sections:

- ii. 21 (1): The head of a public body must refuse to disclose to an applicant information (b) that is supplied, implicitly or explicitly, in confidence, and (c) the disclosure of which could reasonably be expected to (i) harm significantly the competitive position or interfere significantly with the negotiating position of the third party (iii) result in undue financial loss or gain to any person or organization*

CARRIED

6. **REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA**

MOVED: Director McEwen

SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District Personnel Committee recommend that the ACRD Board of Directors award the Exempt Staff Compensation Review contract to White and Gale Consulting in the amount of \$23,010.00 (excluding GST).

CARRIED

7. **ADJOURN**

MOVED: Director Minions

SECONDED: Director McEwen

THAT this meeting be adjourned at 11:20 am.

CARRIED

Certified Correct:

Penny Cote,
Chairperson

Cynthia Dick,
General Manager of Administrative Services