



Personnel Committee Meeting
Monday, October 6, 2025
Zoom – 4:15 PM

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/6-10-2025/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_wR87D8XDRR6Tsbmal2uJnQ#/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. **Personnel Committee Meeting – July 24, 2025**

3-5

*THAT the minutes of the Personnel Committee meeting held on July 24,
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, or*

7. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

8. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE PERSONNEL COMMITTEE HELD ON THURSDAY, JULY 24, 2025, 1:30 PM

Zoom

DIRECTORS

PRESENT:

Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Marilyn McEwen, Mayor, District of Ucluelet
Tom Stere, Councillor, District of Tofino

REGRETS:

John Jack, Chief Councillor, Huu-ay-aht First Nations
Sharie Minions, Mayor, City of Port Alberni

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Heather Zenner, Manager of Administrative Services

GUESTS:

Caitlin Vdovine, White and Gale Consulting Inc.
Laurie Belanger, White and Gale Consulting Inc.

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

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

1. CALL TO ORDER

The Manager of Administrative Services called the meeting to order at 1:33 pm.

The Manager of Administrative Services recognized this meeting is being held throughout the Nuuchahnulth territories.

The Manager of Administrative Services reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

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

2. APPROVAL OF AGENDA

MOVED: Director Stere

SECONDED: Director Cote

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. **Personnel Committee Meeting held June 5, 2025**

MOVED: Director Stere

SECONDED: Director Cote

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

CARRIED

10. QUESTION PERIOD

Questions/Comments from the public. The 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.

6. IN CAMERA

MOVED: Director Stere

SECONDED: Director Cote

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

- 90 (1) (c): labour relations or other employee relations;*
- 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, or*

CARRIED

7. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

8. ADJOURN

MOVED: Director Cote

SECONDED: Director Stere

THAT this meeting be adjourned at 2:09 pm.

CARRIED

Certified Correct:

Marilyn McEwen,
Chairperson

Heather Zenner,
Manager of Administrative Services