



# Alberni-Clayoquot Regional District

## MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY, OCTOBER 6, 2025, 4:15 PM

Zoom

---

### DIRECTORS

#### PRESENT:

Sharie Minions, Mayor, City of Port Alberni  
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

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

<https://www.acrd.bc.ca/events/6-10-2025/>

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 4:19 pm.

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

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

Introductions - Committee Members and Staff present via Zoom.

### 2. APPROVAL OF AGENDA

*MOVED: Director Cote*

*SECONDED: Director Stere*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. DECLARATIONS

### 4. MINUTES

a. **Personnel Committee Meeting held July 24, 2025**

*MOVED: Director Stere*  
*SECONDED: Director Cote*

*THAT the minutes of the Personnel Committee Meeting held on July 24, 2025 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE**

**7. REQUEST FOR DECISIONS**

**8. REPORTS**

**9. LATE BUSINESS**

*(requires 2/3 majority vote)*

**10. 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](mailto:responses@acrd.bc.ca).

**11. IN-CAMERA**

*MOVED: Director McEwen*  
*SECONDED: Director Stere*

*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,*

**CARRIED**

**ADJOURN**

*MOVED: Director McEwen*

*SECONDED: Director Cote*

*THAT this meeting be adjourned at 5:07pm.*

**CARRIED**

Certified Correct:

*Marilyn McEwen*  
\_\_\_\_\_  
Marilyn McEwen,  
Chairperson

*Cynthia Dick*  
\_\_\_\_\_  
Cynthia Dick,  
General Manager of Administrative Services