



# Alberni-Clayoquot Regional District

## COMMITTEE-OF-THE-WHOLE MEETING WEDNESDAY, MARCH 22, 2017, 11:00 AM

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

### AGENDA

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- |   | PAGE # |
|---|--------|
| <b>1. <u>CALL TO ORDER</u></b>  |        |
| <b>Recognition of Traditional Territories.</b>  |        |
| <b>2. <u>APPROVAL OF AGENDA</u></b>   |        |
| <i>(motion to approve, including late items required 2/3 majority vote)</i>   |        |
| <b>3. <u>OPENING REMARKS/MEETING OVERVIEW</u></b>   |        |
| a. Chairperson John Jack  |        |
| b. Jerry Berry, Jerry Berry Consultants Inc. – Governance Overview  |        |
| <b>4. <u>REPORTS/DISCUSSIONS</u></b>  |        |
| a. <b>Draft Terms of Reference – Chief Administrative Officer Recruitment Committee</b>   | 3 – 5  |
| <i>THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors approve the Chief Administrative Officer Recruitment Committee Terms of Reference as presented.</i> |        |
| b. <b>CAO Recruitment Work Plan</b>   | 6 - 7  |
| <i>Seeking Board Direction</i>  |        |
| c. <b>Discussion – CAO Valuation/Characteristics – Chairperson Jack</b>   |        |
| <i>Seeking Board Direction</i>  |        |
| <b>5. <u>CLOSE THE MEETING – IN CAMERA</u></b>  |        |
| <i>Motion to close the meeting to the public to discuss matters relating to Section 90 (1)(e) labour relations or other employee relations of the Community Charter.</i>          |        |
| <b>6. <u>RE-OPEN THE MEETING</u></b>  |        |
| a. <b>Expectations for Next Steps</b>   |        |

7. **ADJOURN**  
*(motion to adjourn the meeting)*



Alberni-Clayoquot Regional District

**Terms of Reference  
Chief Administrative Officer (CAO) Recruitment Committee**

**1. Introduction**

- 1.1 The Alberni-Clayoquot Regional District Board has formed the CAO Recruitment Committee to facilitate the recruitment process for a CAO.
- 1.2 The CAO Recruitment Committee is a select committee of the ACRD Board of Directors.

**2. Objective**

- 2.1 To recommend to the ACRD Board of Directors a preferred candidate for the role of CAO along with terms for a conditional offer of employment.

**3. Scope of Work**

- 3.1 The Committee will:
  - a Liaise between the Board and any external consultants hired to assist with recruitment and hiring processes;
  - b Actively engage with the external consultant to undertake candidate search, using job description approved by Board;
  - c Work with external consultant to consult key ACRD staff and regional partners to gain input on interview questions;
  - d Work with external consultant to prepare a long list of up to ten candidates comparing applicants to job description;
  - e Draft short list of up to 5 candidates based on results of initial telephone interviews and written assignments;
  - f Conduct interviews with short list;
  - g Upon completion of the recruitment process, recommend to the ACRD Board of Directors for approval [one or two] preferred candidate[s] along with terms for a conditional offer of employment.

- h The preferred candidate[s] to meet with entire ACRD Board of Directors
- i Upon the Board's approval of the Committee's recommendations, the Board will delegate to the Committee authority to extend the approved terms of employment to the preferred candidate.

#### **4. Membership**

- 4.1 The membership structure of the CAO Recruitment Committee will be comprised of up to six (6) members of the ACRD Board of Directors with the following conditions:
  - o Two of the members will be the Chair and Vice Chair
  - o Membership, including the Chair and Vice Chair, will comprise at a minimum one (1) Municipal Director, two (2) members Electoral Area Directors, and one (1) member First Nation Director

#### **5. Privacy & Conduct**

- a CAO Recruitment Committee members will actively participate in a transparent, competitive, and comprehensive recruitment process, while holding in strict confidence all confidential information concerning matters dealt with by the Committee.

#### **6. Appointment and Term**

- 6.1 Members will serve until the recruitment process is completed.
- 6.2 Members are expected to attend all meetings and participate entirely and thoroughly in the recruitment process.

#### **7. Meeting Procedures**

- 7.1 The meetings of the CAO Recruitment Committee shall be at the call of the Chairperson.

- 7.2 All members of the Committee (five) shall represent a quorum, one of whom may be the Alternate Member if a Member is unable to attend.
- 7.3 Meetings of the CAO Recruitment Committee shall be conducted and held in accordance with the Regional District’s Procedures Bylaw, however members will strive to reach consensus.

## 8. Reporting to the Board

- 8.1 The Committee Chairperson will report to the Board on the activities of the CAO Recruitment Committee.
- 8.2 Recommendations of the Committee must be adopted by the Committee by motion prior to presentation to the Regional District Board.

## 9. Resources

- 9.1 The Regional District’s Administrative staff will provide support to the Committee including preparing agendas, recording minutes of all meetings and ensuring Committee agendas, minutes etc. are forwarded electronically for circulation to all members.

Approved by the ACRD Board:	xxx
Revised by the ACRD Board:	



## Report to the Committee of the Whole

**To:** ACRD Committee of the Whole

**From:** John Jack, Chairperson

**Meeting Date:** March 22, 2017

**Regarding:** **CAO Recruitment Work Plan**

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Attached please find a draft work plan for the CAO Recruitment process. The draft work plan is submitted for consideration and discussion by the Committee of the Whole.

The Chief Administrative Officer Recruitment Committee will develop the work plan directives for consideration by the ACRD Board of Directors.

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John Jack,  
Chairperson

**CAO Recruitment - 2017  
Work Plan**

	<b>TASK</b>	<b>Who's Responsible</b>	<b>Target date of completion</b>
1.	Confirm CAO job description, basic terms of contract and CAO attributes		
2.	Confirm process and assignment of tasks to committee / staff / consultant as outlined.		
3.	Adopt terms of reference for the selection committee and membership and terms for consultant		
4.	Interview key interests – ACRD senior managers and strategic partners within the region use input for interview questions		
5.	Post position – civicinfo, web and ?? 5 – 6 weeks		
6.	Receive applications, confirm and group		
7.	Develop long list comparing applicants to job description 10		
8.	Confirm long list		
9.	Telephone interviews / Written assignment		
10.	Draft short list based on above		
11.	Short list confirmed 4 – 5 for interviews		
12.	Interviews including brief presentation		
13.	Each candidate meets with a senior staff member for tour of the community with any partner		
14.	Committee selects its preferred candidate (possibly two) candidate is notified and provides references		
15.	Reference checks conducted		
16.	Contract shared and vetted with candidate		
17.	Interview with preferred candidate and full board followed by resolution to appoint. Candidate meets management team		
18.	Contract signed by both parties followed by press release		