



Alberni-Clayoquot Regional District

PERSONNEL COMMITTEE MEETING

WEDNESDAY, JULY 24, 2019, 11:30 AM

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

REVISED AGENDA

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1. **CALL TO ORDER**

Recognition of Territories

2. **ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

3. **APPROVAL OF AGENDA**

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

4. **REQUEST FOR DECISION**

a. **REQUEST FOR DECISION**

Personnel Committee – Terms of Reference

2-4

THAT the Personnel Committee review and reconfirm their Terms of Reference for 2019.

5. **IN CAMERA**

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

i. 90 (1) (c) labour relations or other employee relations.

6. **ADJOURN**



REQUEST FOR DECISION

To: Personnel Committee
From: Wendy Thomson, Manager of Administrative Services
Meeting Date: July 24, 2019
Subject: Review – Personnel Committee Terms of Reference

Recommendation:

THAT the Personnel Committee review and reconfirm their Terms of Reference for 2019.

Desired Outcome:

To review and approve the Terms of Reference for the Personnel Committee for 2019.

Background:

The Personnel Committee is a standing committee of the Alberni-Clayoquot Regional District. The Committee assists the ACRD Board of Directors by reviewing and making recommendations on personnel related policy development and certain personnel matters. Terms of Reference attached.

At the first Committee meeting each year, Committee members review their terms of reference and consider any amendments. If there are amendments to the Personnel Committee Terms of Reference for 2019, ACRD Board approval will be required.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

n/a

Policy or Legislation:

Local Government Act and ACRD Procedures Policy applies.

Options Considered

If there are any amendments to the Terms of Reference, the Committee would need to pass a recommendation to forward the amended Personnel Committee Terms of Reference for approval by the ACRD Board of Directors.

Submitted by: Wendy Thomson
Wendy Thomson, Manager of Administrative Services

Approved by: Douglas Holmes
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



Alberni-Clayoquot Regional District

Terms of Reference Personnel Committee

Effective Date:	November 22, 2017
Review:	Annually
Revised:	
Type:	Standing Committee

Purpose

The purpose of the Personnel Committee is to review and make recommendations to the Board of Directors on personnel related policy development and certain personnel matters.

Mandate

The Personnel Committee will, consistent with the purpose described above, undertake the following:

- a. Review, comment and recommend approval of personnel and executive policies, excluding operational policies administered by the Chief Administrative Officer.
- b. Manage the Chief Administrative Officer selection when required.
- c. Manage the Chief Administrative Officer's employment agreement including negotiations.
- d. Oversee the collective agreement process, including review of initial positions, memorandums of settlement to the Board (this does not include participation in the process)
- e. Undertake a periodic appraisal to assess the performance of the CAO, and provide recommendations to the Board of Directors in that regard in writing.

Membership, Appointment and Term

The Chairperson of the ACRD Board of Directors shall appoint five (5) Directors to sit on the Personnel Committee in January of each year. The following will be considered when making the appointments:

- Representation from the Electoral Areas, First Nations Government and Municipalities
- Recognition of the importance of continuity of appointments to the Personnel Committee during the Board's four year term.

Chair

The Personnel Committee shall, at its first inaugural meeting annually, elect a Committee Chair from amongst its members.

Meeting Procedures

The ACRD Procedures Bylaw applies. The meetings of the Personnel Committee shall be held at the call of the Committee Chairperson.

Reporting to the Board

Recommendations of the Committee must be adopted by resolution prior to presentation to the Regional District Board.

Resources

The Chief Administrative Officer, Manager of Administrative Services and Manager of Finance shall be responsible for providing policy advice and recommendations, together with the necessary background information for the Committee's consideration. The Administration Department will provide secretarial and administrative support.