



Alberni-Clayoquot Regional District

PERSONNEL COMMITTEE MEETING

WEDNESDAY, JUNE 23, 2021, 10:00 AM

Due to COVID-19, the meeting will be held via Zoom Video Conferencing

And will be livestreamed on the ACRD website at

<https://www.acrd.bc.ca/events/23-6-2021/>

Public Attendance: the public are welcome to attend the meeting via
Zoom Webinar by registering at:

https://portalberni.zoom.us/webinar/register/WN_LPCXnNDiQU-upQIfQWRaOQ

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Territories	
2. <u>ELECTION OF CHAIRPERSON - 2021</u>	
3. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i>	
4. <u>REQUEST FOR DECISION</u>	
a. Request for Decision - Review – Personnel Committee Terms of Reference, 2021	2 - 5
<i>THAT the Personnel Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the revised Terms of Reference for the Personnel Committee for 2021.</i>	
5. <u>IN CAMERA</u>	
<i>Motion to close the meeting to the public as per the Community Charter, section:</i>	
i. <i>90 (1) (c) labour relations or other employee relations.</i>	
6. <u>ADJOURN</u>	



REQUEST FOR DECISION

To: Personnel Committee

From: Wendy Thomson, General Manager of Administrative Services

Meeting Date: June 23, 2021

Subject: Review – Personnel Committee Terms of Reference, 2021

Recommendation:

THAT the Personnel Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the revised Terms of Reference for the Personnel Committee for 2021.

Desired Outcome:

To review and re-confirm the Terms of Reference for the Personnel Committee for 2021.

Background:

The *Local Government Act* enables Regional District's to establish and appoint members to standing committees to deal with matters the Board considers would be better dealt with by a Committee.

The Personnel Committee is a standing committee of the Alberni-Clayoquot Regional District (ACRD) that assists the ACRD Board of Directors with decision making respecting personnel related policy development and certain personnel matters.

At the first Committee meeting each year, all ACRD Committee's review their terms of reference and consider any amendments. Regional District staff recommend one change to the Personnel Committee Terms of Reference for 2021 with an addition under **Reporting to the Board** to include the Committee's consideration of the ACRD's Strategic Plan during all deliberations and recommendations respecting personnel matters. The amended Terms of Reference is attached for consideration by the Committee.

All amendments to a Committee's terms of reference require approval by the ACRD Board of Directors.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

n/a

Strategic Plan Implications:

These amendments will support the committees of the ACRD in aligning their recommendations with the Board's strategic plan.

Policy or Legislation:

Local Government Act and ACRD Procedures Policy applies.

Wendy Thomson

Submitted by: _____
Wendy Thomson, General 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:	June 2021
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.

All Committee deliberations and recommendations to the Board will be guided by the ACRD's Strategic Plan.

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 Executive Assistant will provide administrative support.