



# Alberni-Clayoquot Regional District

## MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON FEBRUARY 28, 2018, 10:30 AM

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

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**MEMBERS PRESENT:** John Jack, (Chairperson), Councillor, Huu-ay-aht First Nation  
Josie Osborne, Mayor, District of District of Tofino  
Mike Kokura, Director, Electoral Area "B" (Beaufort)  
John McNabb, Director, Electoral Area "E" (Beaver Creek)  
Mike Ruttan, Mayor, City of Port Alberni

### REGRETS:

**STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer  
Wendy Thomson, Manager of Administrative Services

### 1. CALL TO ORDER

The Chairperson called the meeting to order at (time).

The Chairperson recognized the meeting is being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

### 2. APPROVAL OF AGENDA

*MOVED: Director*

*SECONDED: Director*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

a. **Personnel Committee Meeting held November 8, 2017**

*MOVED: Director*

*SECONDED: Director*

*THAT the minutes of the Personnel Committee meeting held on November 8, 2017 be received.*

**CARRIED**

### 4. REQUEST FOR DECISION

**a. REQUEST FOR DECISION**

Personnel Committee – Terms of Reference

*MOVED: Director*

*SECONDED: Director*

*THAT the Personnel Committee review and reconfirm their Terms of Reference for 2018.*

**CARRIED**

**5. IN-CAMERA**

*MOVED: Director*

*SECONDED: Director*

*THAT the meeting to the public as per section 90 (1) (c) of the Community Charter: labour or other employee relations.*

**CARRIED**

The meeting was closed to the public at am.

The meeting was re-opened to the public at am.

**6. RECOMMENDATIONS FROM IN-CAMERA**

*MOVED: Director*

*SECONDED: Director*

*THAT*

**CARRIED**

**7. ADJOURN**

*MOVED: Director*

*SECONDED: Director*

*THAT this meeting be adjourned (time).*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

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Wendy Thomson,  
Manager of Administrative Services