



**AGENDA  
DISTRICT OF PORT HARDY  
COMMITTEE OF THE WHOLE MEETING  
6:00 pm TUESDAY FEBRUARY 9, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

Mayor: Hank Bood  
Councillors: Pat Corbett-Labatt, Dennis Dugas, Jessie Hemphill, Rick Marcotte, Fred Robertson,  
John Tidbury

Staff: Allison McCarrick, Chief Administrative Officer; Abbas Farahbakhsh, Director of  
Operational Services; Heather Nelson-Smith, Director of Corporate Services; Adrian  
Maas, Director of Financial Services

<u>Page</u>		Time:	
	<b>A. CALL TO ORDER</b>		
	<b>B. APPROVAL OF AGENDA</b>		
	Motion required	1.	2.
	<b>C. DELEGATION</b>		
	No delegations		
	<b>D. STAFF REPORTS</b>		
1-4	1. A. McCarrick, CAO (Jan 20/16) Establishment of a Personnel Committee		
	Recommendation to Council / direction to staff	1.	2.
5-6	2. A. McCarrick, CAO (Feb 2/16) re: Operational Services and Parks and Recreation Committees		
	Recommendation to Council / direction to staff	1.	2.
	3. A. McCarrick, CAO (Verbal Report) re: Multiplex Building Committee		
	Recommendation to Council / direction to staff	1.	2.
	<b>E. NEW BUSINESS</b>		
	No new business		
	<b>F. ADJOURNMENT</b>		
	Motion required	1.	2. Time:



# DISTRICT OF PORT HARDY

## STAFF REPORT



**DATE:** January 20, 2016  
**TO:** Mayor and Councillors  
**FROM:** Allison McCarrick, Chief Administrative Officer  
**RE:** **Establishment of a Personnel Committee**

### **PURPOSE**

To determine if Council wishes to establish a Personnel Committee and if so the type of committee, Standing or Select, and terms of reference for the committee.

### **BACKGROUND**

Due to the recent change over in senior staff positions within the District of Port Hardy, Council determined the need for a Personnel Committee to be involved with the hiring of senior staff. Past practice of the District was that hiring of senior staff positions was the sole duty of the Chief Administrative Officer.

The CAO may, dependant on the relationship with the position being hired and Council, request consultation and general direction from Council. Council's role of involvement with the hiring of senior staff in the past was only for the position of the CAO.

An email was circulated to over 30 Chief Administrative Officers within the Province. The question was asked if their Municipality or Regional District had a standing or select personnel committee with regards to senior staff and if so the terms of reference . It was also asked if there was any involvement from Council on the hiring of senior staff positions with the exception of the CAO position.

### **ANALYSIS**

The email resulted in 17 responses. Out of the 17 responses none had a Standing or Select Personnel Committee responsible for the hiring of senior staff positions. All respondents emphasized the "one employee" concept with regards to Council's involvement in the hiring process.

However, the Bowen Island Municipality did have a Human Resources Select Committee. The terms of reference for this committee have been shared with us and are attached.

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**Standing Committee versus a Select Committee**

**Standing Committees**

Standing Committees are established by the Mayor to deal with matters or areas of interest that are considered to be better dealt with by committee. At least half the members of a Standing Committee must be made up of members of Council. These committees may include as members, members of the public. (Finance, Operational Services)

**Select Committees**

Select Committees are established by Council to consider or inquire into any matter and to report their findings and opinions to Council. At least one Council member must be appointed by Council to be a member of a Select Committee. Council may appoint non Council members to a Select Committee. Select Committees tend to be task oriented and are appointed from time to time on an as needed basis. (Emergency Planning, Community Consultative)

**FINANCIAL IMPLICATIONS**

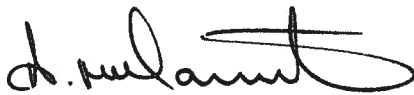
None

**STAFF RECOMMENDATION**

*"THAT Council supports the concept of the "one employee" model and that the hiring of senior staff positions, with the exception of the CAO position, be determined by the Chief Administrative Officer; who, when he/she determines it necessary for the guidance of Council is able to request that assistance.*

*AND FURTHER THAT if Council so wishes, to establish a Select Committee to act in an advisory capacity to Council with regards to senior staff organizational structure, compensation matters and other human resource matters as determined by the Chief Administrative Officer."*

Respectfully submitted,



Allison McCarrick  
Chief Administrative Officer

# **BOWEN ISLAND MUNICIPALITY**

## **Bowen Island Human Resources Committee Terms of Reference**

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### **PURPOSE:**

To act as a source of support and advice for Council and the CAO with respect to human resource related matters.

### **MANDATE - RESPONSIBILITIES AND DUTIES:**

The Committee is a select committee that acts in an advisory capacity to Council, and final decisions in all matters brought before the Committee rests with the Council.

The Committee will:

Provide advice and recommendations to Council and CAO as appropriate on:

- Staff organization structure;
- Senior staff appointments and proposed contractual arrangements;
- Human Resource and Compensation Policies.

Ensure job descriptions are available for relevant positions;

Ensure a performance appraisal system is in place and timely reviews are completed annually;

Coordinate on behalf of Council the performance appraisal process for the CAO and

Other matters as may be referred by the CAO and/or Council.

### **MEMBERSHIP – COMPOSITION AND TERM OF OFFICE:**

The Committee shall consist of up to three (3) members from the community at large and up to three (3) members of Council, all appointed by Council, and the Chief Administrative Officer. Community members should be a resident or property owner of Bowen Island and have expertise relative to the mandate of the committee.

Committee members will be appointed within two months of the general election

The term of office of Committee members shall be three (3) years. Where a member resigns or ceases to act as a member Council may appoint a member to serve the remainder of the term. Committee members are eligible for reappointment.

Council, pursuant to section 144 of the *Community Charter* may rescind appointment of a committee member at anytime.

Committee members shall serve without remuneration.

### **HOLDING OF MEETINGS – QUORUM, VOTING AND CONDUCT:**

The Committee shall elect a Chair at its first meeting after January 1<sup>st</sup> each year.

The Committee shall decide from time to time by resolution where and when its meetings shall be held. The Committee shall post notice of a schedule of regular meetings and of each meeting in accordance with the municipality's procedure bylaw.

Unless specified as a Closed Meeting for reasons allowed under the *Community Charter*, all meetings shall be open to the public.

Meetings of the Committee shall be conducted in accordance with Bowen Island Municipality Council Procedure Bylaw. In the absence of comment in the Procedure Bylaw, Robert's Rules of Order shall apply.

A quorum for a meeting of the Committee is 50% of the voting members.

Decisions of the Committee shall be decided by a majority vote with the names of those voting in the minority being recorded. Each voting member on the Committee shall have one vote.

#### **ADMINISTRATION**

All costs related to the functioning of the committee shall be charged to the Corporate Services Budget.

The minutes of the proceedings of all Committee meetings shall be recorded. All minutes once approved by the Committee shall be signed by the Chairperson.

A committee member will act as minute taker.

The Committee will report to Council as appropriate.

**Approved by Council this 17<sup>th</sup> day of December, 2012.**



# DISTRICT OF PORT HARDY

## STAFF REPORT



**DATE:** February 2, 2016

**TO:** Mayor and Councillors

**FROM:** Allison McCarrick, Chief Administrative Officer

**RE:** **Operational Services and Parks and Recreation Committees**

### PURPOSE

To discuss the benefits and disadvantages of combining the Operational Services and Parks and Recreation Committees.

### BACKGROUND

Currently the District has two committees, which at times handle overlapping projects . The Operational Services Committee consists of three councillors and four staff. This committee primarily discusses matters with regards to utility services, public works and parks. The Recreation and Parks Committee consists of two councillors and three to four staff dependent on the agenda. Their main focus is on recreational facilities, fields and programs. Each committee meets once a month. Agendas are prepared in advance and minutes for the meetings are recorded by the recording secretary.

### ANALYSIS

Meeting	Operational Services	Parks and Recreation
Frequency of meeting	Once per month	Once per month
Council Members	P. Corbett-Labatt, R. Marcotte, J. Tidbury	D. Dugas, F. Robertson
Staff Members	A. Farahbakhsh, S. Mercer, L. Driemel, A. McCarrick	A. Farahbakhsh, S. Mercer, L. Driemel, A. McCarrick
Average length of meeting	1.5 hours	1 hour
Agenda & Minutes preparation time	6 hours	4 hours

## FINANCIAL IMPLICATIONS

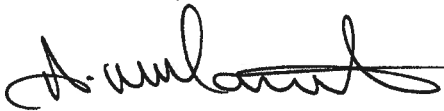
The formula for staff time to prepare agendas and minutes is a minimum of two hours prior and two hours after per one hour of meeting length. Staff attendance time is based on the time attended at the meeting. Using this formula the following chart has been prepared:

Meeting	Operational Services	Parks and Recreation
Frequency of meeting	Once per month	Once per month
DPH staff wage expense including recording secretary (4 staff)	270.00	180.00
DPH staff wage expense agenda/minutes preparation only	156.00	104.00
Average length of meeting	1.5 hours	1 hour
Agenda & Minutes preparation time	6 hours	4 hours

## STAFF RECOMMENDATION

*"That Council discuss the benefits and disadvantages of combining the Operational Services and Parks and Recreation Committees. AND FURTHER THAT if Council so wishes, recommend any changes to be made if determined appropriate."*

Respectfully submitted,



Allison McCarrick  
Chief Administrative Officer