



**City of Maple Ridge
Corporate Governance and Human Resources Committee
MEETING AGENDA**

Monday, March 22, 2021 at 1:30 p.m.
Held virtually including the Blaney Room

Due to COVID-19 we will be holding the meeting via Zoom teleconference.
Participants are asked to join the meeting using the following access information:
<https://mapleridge-ca.zoom.us/meeting/register/tJcphuuvpzsqHdWGImlHcr54VUNPHe-kkcju>
Meeting ID: 934 9279 0071 Passcode: 563139

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES** – February 22, 2021
4. **DELEGATIONS** – N/A
5. **NEW AND UNFINISHED BUSINESS**
 - 5.1. **Talent Review – Succession Planning Framework**
Presentation by Michelle Lewis, Executive Director of Human Resources
6. **QUESTION PERIOD**
7. **ADJOURNMENT**

QUESTION PERIOD

Question Period provides the public with the opportunity to ask questions or make comments on items on the agenda.
Each person will be given 2 minutes to speak. Up to ten minutes in total is allotted for Question Period.



City of Maple Ridge
Corporate Governance and Human Resources Committee
MEETING MINUTES

Monday, January 25, 2021 at 9:00 am – 10:30 am
Held virtually including the Blaney Room

The Minutes of the Meeting of the Corporate Governance and Human Resources Committee held virtually and in the Blaney Room, City Hall on January 25, 2021 at 9:00 a.m.

COMMITTEE MEMBERS PRESENT

Councillor Dueck
*Councillor Duncan
Councillor Meadus

STAFF MEMBERS PRESENT

Al Horsman	Chief Administrative Officer
Michelle Lewis	Executive Director, Human Resources
Stephanie Nichols	Corporate Officer
Catherine Nolan	Corporate Controller

* Participated remotely due to the COVID-19 pandemic.

Note: Councillor Duncan was absent at the start of the meeting.

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**

R/2021-001

It was moved and seconded

That the agenda for the January 25, 2021 Corporate Governance and Human Resources Committee closed meeting be approved as circulated.

CARRIED

3. **ADOPTION OF MINUTES – N/A**
4. **DELEGATIONS – N/A**
5. **NEW AND UNFINISHED BUSINESS**
 - 5.1. **Committee Chair Selection**

R/2021-001

It was moved and seconded

That Councillor Meadus be appointed as the Chair of the Corporate Governance and Human Resources Committee.

CARRIED

5.2. Meeting Schedule

M. Lewis, Executive Director of Human Resources, advised that she would be requiring additional ad hoc meetings to complete the HR work planned. Committee members discussed the meeting time and day and requested that the meeting time move to 1:30 p.m. It was decided that the Committee would meet monthly until June.

Note: Councillor Duncan entered the meeting at 9:05 a.m.

5.3. Defining the Committee Vision, Goals and Performance Measurements

A. Horsman, Chief Administrative Officer, advised that the purpose of the committee is to provide guidance and advice, and that changes to the Terms of Reference would require Council approval. M. Lewis spoke to the difference between the governance and HR mandate of the Committee and to the changes to the Terms of Reference she had requested. M. Lewis requested that the Committee review the HR Strategy prior to Council consideration, review stakeholder consultation and feedback, review operational policies, and to work at the policy / framework level. The Committee discussed the request to appoint members of Council every two years instead of annually. It was agreed that this would be reviewed when the Mayor was considering Council appointments and would depend on the work in progress by the Committee.

5.4. Council Remuneration

C. Nolan, Corporate Controller, advised that during the last year in office the sitting Council would normally review Council remuneration. Ms. Nolan advised that this Committee would limit their review to the acting mayor role, or to review the entire remuneration process. The Committee discussed the role of the Acting Mayor, where the City ranks in comparison to other municipalities, and whether or not increasing compensation given the current economy would be acceptable. Staff were directed to survey municipalities of similar size and report back to the Committee.

5.5. Resolutions (LMLGA, FCM and UBCM)

S. Nichols, Corporate Officer, spoke to the resolution timeline previously approved by Council. The Committee directed staff to request resolutions from members of Council and to book a meeting for the Committee to review the resolutions before Council consideration. Councillor Duncan sent the Chair three resolutions previously forwarded to UBCM and advised that she would provide the Committee with background information on the items.

6. **QUESTION PERIOD** – Nil

7. **NOTICE OF CLOSED MEETING**

R/2021-002

It was moved and seconded

That the meeting will be closed to the public pursuant to Sections 90 (1) and 90 (2) of the *Community Charter* as the subject matter being considered relates to the following:

Section 90(1)(c) Labour relations or other employee relations.

Any other matter that may be brought before the Committee of Council that meets the requirements for a meeting closed to the public pursuant to Sections 90 (1) and 90 (2) of the *Community Charter* or *Freedom of Information and Protection of Privacy Act*.

CARRIED

8. **ADJOURNMENT** – 9:44 a.m.

Councillor Chelsa Meadus, Chair