



City of Maple Ridge
Corporate Governance and Human Resources Committee
MEETING AGENDA
Monday, May 17, 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/j/99717825714?pwd=QmtYZlZNTedmei95Z1g0U2FURDhpZz09>
Meeting ID: 997 1782 5714 Passcode: 622127

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES** – March 22, 2021
4. **DELEGATIONS** – N/A
5. **NEW AND UNFINISHED BUSINESS**

5.1 Equity, Diversity and Inclusion Project Plan and Approach

Presentation by Michelle Lewis, Executive Director of Human Resources and Joseph LaCoste, Manager, Employee Experience & Engagement

5.2 HR Strategic Plan Approach and Framework

Presentation by Michelle Lewis, Executive Director of Human Resources and Anita Bhandari, Manager Integrated Talent Management

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
Terms of Reference**

Composition

- The Corporate Governance and Human Resources Committee will consist of three members of Council.
- Members will be appointed annually by the Mayor.
- Quorum for the Committee will be two members.
- The Committee Chair will be elected by the Committee members.
- The Chief Administrative Officer, or designate, and the Executive Director of Human Resources will attend meetings to provide input and answer questions.

Meetings

- The Committee meets on a quarterly basis. Additional meetings may be held as deemed necessary by the Chair of the Committee or the Chief Administrative Officer/Executive Director of Human Resources.
- The Chair of the Committee will constitute a meeting as per the requirements of the Community Charter.
- The Committee Chair will be included in the agenda setting process.
- The person designated by the Committee to act as Secretary will prepare minutes for all meetings.
- Meetings will follow the procedures outlined in the Council Procedures Bylaw.

Reporting

- Minutes of the meetings of the Committee will be signed by the Chair, submitted to a regular Council meeting as an Item on Consent, and open for public inspection.
- Supporting schedules and information reviewed by the Committee will be available for examination by any Council member.
- Recommendations to Council will come in the form of a report.

Responsibilities

- The Corporate Governance and Human Resources Committee will examine issues related to:
 - City Council Governance Policies;
 - City Election Policies;
 - City Operational Policies; and
 - Committees of Council.
- Recommend inter-governmental resolutions for UBCM, FCM, and LGMA.
- Inquire into any matters referred to it by Council.



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

The Minutes of the Meeting of the Corporate Governance and Human Resources Committee held virtually and in the Blaney Room, City Hall on March 22, 2021 at 1:30 p.m.

COMMITTEE MEMBERS PRESENT

Councillor Dueck
Councillor Meadus

COUNCIL MEMBERS PRESENT

Mayor Morden

STAFF MEMBERS PRESENT

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

ALSO IN ATTENDANCE

Debbie Aarons, Senior HR & Leadership Development Consultant, Vertical Bridge

1. **CALL TO ORDER**

2. **APPROVAL OF THE AGENDA**

R/2021-CGHR-008

It was moved and seconded

That the agenda for the March 22, 2021 Corporate Governance and Human Resources Committee meeting be approved as circulated.

CARRIED

3. **ADOPTION OF MINUTES**

R/2021-CGHR-009

It was moved and seconded

That the February 22, 2021 Corporate Governance and Human Resources Committee minutes be adopted.

CARRIED

4. **DELEGATIONS – N/A**

5. **NEW AND UNFINISHED BUSINESS**

5.1. **Talent Review – Succession Planning Framework**

Debbie Aarons, Senior HR & Leadership Development Consultant, Vertical Bridge provided a detailed presentation on the framework for talent assessments and assessing readiness for succession. The presentation identified what a talent review is

and how it differs from a performance review. Ms. Aarons provided an overview of the proposed process and provided the proposed framework.

The Committee provided the following feedback to staff and Ms. Aarons:

- It is important to understand the culture and needs of the organization and taxpayers;
- There is a need for problem solvers, people who instigate change and the need to reward accordingly; and,
- Focusing on internal staff for succession planning and readying staff to move up rather than going outside is favored.

Staff and Ms. Aarons responded to questions from the Committee. Staff informed the Committee of the next steps in the project which will include a talent assessment of key and single contributors, identifying management staff to join the program, and the creation of a mentor program. Staff advised that the program will all be aligned with the plan for succession and that the Human Resources Strategic Plan would be coming forward in the near future.

Ms. Lewis informed the Committee that the new HR Manager would be starting on April 12, 2021.

6. **QUESTION PERIOD** – Nil
7. **ADJOURNMENT** – 1:36 p.m.

Councillor Chelsa Meadus, Chair