



**CAO Performance Appraisal Review Panel
Wednesday, October 17, 2018 – 11:00 a.m
or immediately following the County Council meeting
Bud Clayton Memorial Room,
2069 Battersea Road, Glenburnie, ON**

AGENDA

Page

1. **Call to order**
2. **Adoption of the agenda**
 - a) **That** the agenda for the October 17, 2018 meeting of the Chief Administrative Officer Performance Appraisal Review Panel be adopted.
3. **Disclosure of pecuniary interest and general nature thereof**
4. **Adoption of minutes**
5. **Closed meeting**
 - a) **Resolved That** the Chief Administrative Officer Performance Appraisal Review Panel resolve itself into closed session as authorized under Section 239 of The Municipal Act, to consider:
 1. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization - as it relates to the review of the RFP documents received for the 2019-2022 Council Strategic Plan

Resolved That the Chief Administrative Officer Review Panel rise from closed session with/without reporting
6. **Reports**
 - a) **2018-128**
CAO Performance Appraisal Review Panel
Selection of Consultant Interviews for the 2019-2022 Council Strategic Plan

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ResolvedThat the CAO Performance Appraisal Review Panel accept the Review of Proposals for the 2019-2022 Council Strategic Plan report for information;

And Further That the following Short Listed Consultants be selected for Interviews on October 29, 2018:

[Short Listed Consultants will be at the call of the Committee]

7. **Next meeting date**
8. **Adjournment**



Report 2018-128

Committee Report

To: Chair and Members of the Chief Administrative Officer Review Panel
From: Jannette Amini, Manager of Legislative Services/Clerk
Date of meeting: October 17, 2018
Re: **CAO Performance Appraisal Review Panel – Selection of Consultant Interviews for the 2019-2022 Council Strategic Plan**

Recommendation

Resolved That the CAO Performance Appraisal Review Panel accept the Review of Proposals for the 2019-2022 Council Strategic Plan report for information;

And Further That the following Short Listed Consultants be selected for Interviews on October 29, 2018:

[Short Listed Consultants will be at the call of the Committee]

Background

At its regular meeting held September 19, 2018, County Council passed the following resolution:

Resolved That the Council of the County of Frontenac accept the Office of the Chief Administrative Officer – Approval of an RFP for Consulting Services for the 2019-2022 Council Strategic Plan report for information;

And Further That the Council of the County of Frontenac approves as follows:

1. **That** staff proceed with the issuance of a Request for Proposals (RFP) for a facilitator for the 2019-2022 County strategic plan attached to this report as Appendix A; and
2. **That** the selection process of a consultant to undertake a County Strategic Plan be delegated to the Chief Administrative Officer Performance Appraisal Review Panel;

Comment

The Request for Proposals (RFP) for a facilitator for the 2019-2022 County strategic plan was issued on September 24, 2018 and closed on October 11, 2018. A total of 9 proposals were received from the following:

- J Consulting Group

- 8020 Info Inc.
- D.M. Wills Associates Limited
- Performance Concepts Consulting
- MDB Insight
- BDO Canada
- Morley and Associates Inc.
- KPMG
- Morrison Hershfield Limited

Although the RFP indicated that interviews would be held on October 24th (and 25th if required), due to scheduling issues, staff are recommending that the interview date be changed to October 29th. Staff do not anticipate that a second day will be required. This change in date will still allow the Review Panel sufficient time to ensure that its final selection of a consultant will meet the deadline for recommendations to County Council at its November 21, 2018 meeting.

Sustainability Implications

Approving a strategic plan that is supported by a public consultation process will help ensure that community priorities are established and that scarce resources are allocated to those priorities.

Financial Implications

There are no direct financial implications associated with this report. As noted in [Report 2018-063](#), staff anticipated the cost of this exercise to be between \$16 and 20K. The resolution passed by County Council directed staff to include in the 2019 County budget for consideration a line item to complete the 2019-2022 County strategic plan process.

Organizations, Departments and Individuals Consulted and/or Affected

Kelly Pender, Chief Administrative Officer
Kevin Farrell, Manager of Continuous Improvement/GIS
Susan Brant, Director of Corporate Services/Treasurer