



**CAO Performance Appraisal Review Panel
Wednesday, March 21, 2018 – 11:00 a.m.
or immediately following the Regular 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 March 21, 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**
 - a) Minutes of Meeting held January 17, 2018
That the minutes of the meeting held January 17, 2018 be adopted
5. **Closed meeting**
 - a) **Resolved That** Chief Administrative Officer Performance Appraisal Review Panel resolve itself into closed session as authorized under Section 239 of The Municipal Act, to consider:
 1. personal matters about an identifiable individual, including municipal or local board employees - as it relates to the 360 Review of the Chief Administrative Officer.**Resolved That** Chief Administrative Officer Performance Appraisal Review Panel rise from closed session with/without reporting.
6. **Reports**
7. **Next meeting date**
8. **Adjournment**

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**Minutes of the Chief Administrative Officer Performance
Appraisal Review Panel Meeting
January 17, 2018**

A meeting of the Chief Administrative Officer Performance Appraisal Review Panel was held in the Bud Clayton Memorial Room of the County Administrative Offices, 2069 Battersea Road, Glenburnie on Wednesday, January 17, 2018 and was called to order at 11:30 a.m.

Present: Warden Ron Higgins, Deputy Warden Denis Doyle, Councillors Ron Vandewal and Frances Smith

Also Present: Kelly Pender, Chief Administrative Officer
Barb McCulloch, Manager of Human Resources (Recording Secretary)

1. Call to order

The Chair called the meeting to order at 11:30 a.m.

2. Adoption of the agenda

Moved By: Councillor Doyle
Seconded By: Councillor Smith

That the agenda for the January 17, 2018 meeting of the Chief Administrative Officer Performance Appraisal Review Panel be adopted.

Carried

3. Disclosure of pecuniary interest and general nature thereof

There were none.

4. Adoption of minutes

Minutes of Meeting held October 30, 2017

Moved By: Councillor Francis Smith
Seconded By: Councillor Ron Vandewal

That the minutes of the meeting held October 30, 2017 be adopted

Carried

5. Business

Development of a CAO 360 Performance Review Survey

The Committee discussed the survey and supported the use of survey monkey to facilitate the process and the survey as presented. The list of survey recipients was refined, by reducing the County of Frontenac Leadership team to 10 random participants, removing all CAO's except for those of the member municipalities, the Planning Advisory Committee and its members, key stakeholders and the County labour lawyer.

6. Communications

From Barb McCulloch, Manager of Human Resources, providing the Committee with a link to a draft survey

7. Next meeting

The next meeting is scheduled for March 21, 2018 following the County Council meeting.

8. Adjournment

Moved By: Councillor Smith
Seconded By: Councillor Doyle

That the meeting hereby adjourn at 11:56 a.m.

Carried