



**CAO Performance Appraisal Review Panel
Monday, October 29 – 10:30 a.m.
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 29, 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 October 17, 2018
That the minutes of the October 17, 2018 meeting of the CAO Performance Appraisal Review Committee be adopted.
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 conducting interviews for the 2019-2022 Council Strategic Plan**Resolved That** the Chief Administrative Officer Performance Appraisal Review Panel rise from closed session without reporting
6. **Next meeting date**

3 - 5

7. Adjournment



**Minutes of the Chief Administrative Officer Performance
Appraisal Review Panel Meeting
October 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, October 17, 2018 and was called to order at 11:01 a.m.

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

Also Present: Kelly Pender, Chief Administrative Officer
Jannette Amini, Manager of Legislative Services/Clerk
Susan Brant, Director of Corporate Services/Treasurer
Kevin Farrell, Manager of Continuous Improvement/GIS

1. Call to order

The Chair called the meeting to order at 11:01 a.m.

2. Adoption of the agenda

Moved By: Councillor Smith
Seconded By: Deputy Warden Doyle

That the agenda for the October 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

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**5. Closed meeting**

Moved By: Councillor Smith  
Seconded By: Deputy Warden Doyle

**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

**Carried**

Moved By: Councillor Vandewal  
Seconded By: Councillor Smith

**Resolved That** the Chief Administrative Officer Performance Appraisal Review Panel rise from closed session without reporting

**Carried**

**6. Reports**

**2018-128  
CAO Performance Appraisal Review Panel  
Selection of Consultant Interviews for the 2019-2022 Council Strategic  
Plan**

Moved By: Deputy Warden Doyle  
Seconded By: Councillor Smith

**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:

- 8020 Info Inc.
- J Consulting Group

**Carried As Amended**

(See motion to Amend below which was Carried)

Motion to Amend

Moved By: Councillor Vandewal  
Seconded By: Councillor Smith

**That** the motion be amended to include 8020 Info Inc. and J Consulting Group for an interview

**Carried**

Each interview will consist of providing the consultant with 20 minutes to provide a presentation, followed by 20 minutes for questions, and then maximum 20 minutes for closing discussions.

**7. Next meeting date**

The next meeting of the Chief Administrative Officer Performance Appraisal Review Committee is scheduled for October 29, 2018 to conduct the interview phase for the Strategic Plan.

**8. Adjournment**

Moved By: Deputy Warden Doyle  
Seconded By: Councillor Smith

**That** the meeting hereby adjourn at 12:03 p.m.

**Carried**