

## CAO Performance Evaluation Committee

Thursday, February 23, 2022, 1:00 p.m.

### Hybrid - Bay Room; Microsoft Teams

The CAO Performance Evaluation Committee met on the above date with the following members in attendance:

Present: Chair Brian Milne; Councillors Tom Hutchinson, Kevin Eccles, Peter Bordignon (virtual), and Shirley Keaveney

#### Staff

Present: Kim Wingrove and Kayla Rier - Recording Secretary

Regrets: Councillor Ian Boddy

## Call to Order

Chair Milne called the meeting to order at 2:17 p.m.

## Election of Vice Chair

Chair Milne called for nominations for Vice Chair of the Committee.

*CPE01-23* Moved by: Councillor Hutchinson Seconded by: Councillor Eccles

**That Councillor Keaveney be nominated as Vice Chair of the CAO Performance Evaluation Committee for 2023.**

On motion by Councillor Eccles, nominations closed.

Councillor Keaveney accepted the nomination and was acclaimed Vice Chair of the Committee for 2023.

## Declaration of Interest

There were no declarations of interest.

## Terms of Reference

CAO Wingrove reviewed the Committee's Terms of Reference document, which has been based in-part by CAMA's extensive CAO Evaluation Toolkit that is broadly adopted across Canada. CAO Wingrove stressed the purpose of the Committee is to ensure the effective management of the Corporation. The CAO will present preliminary yearly goals in a Performance Plan, that will then be finalized following deliberations from the Committee. A mid-year check-in meeting will occur, followed by a final meeting near the end of the third quarter to evaluate the work completed throughout the year. As part of the evaluation process, a letter from the Warden on behalf of the Committee is written following the final meeting and placed in the CAO's HR File and on the Council Agenda. There is potential to use a third-party evaluator, which was completed last year.

Councillor Bordignon joined the meeting.

## 2023 CAO Workplan

Prior to the meeting, CAO Wingrove provided a document outlining her Performance Plan for the current year. The document includes her goals, and those of each department head.

*CPE02-23* Moved by: Councillor Keaveney      Seconded by: Councillor Eccles

**That the CAO Performance Evaluation Committee does now go into closed session pursuant to Section 239 (2) of the Municipal Act to discuss:**

- i. **Personal matters about an identifiable individual including municipal or local board employee (2023 CAO Workplan)**

Carried

Committee proceeded into closed session at 2:27 pm.

Committee returned to open session at 2:59 pm.

The Chair confirmed that only the items stated in the resolution to move into closed session were discussed.

## Next Meeting Date

A next meeting date has not been set at this time. The Committee will meet at the call of the Chair.

The meeting adjourned at 3:00 p.m. to the call of the Chair.

Brian Milne, Chair