



Committee Minutes

CAO Performance Evaluation Committee March 12, 2020 – 1:14 p.m.

Heritage Room, County of Grey Administration Building

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

Present: Chair Paul McQueen; Councillors Ian Boddy, Tom Hutchinson, Brian Milne

Staff

Present: CAO Kim Wingrove and Penny Colton-Recording Secretary

Call to Order

Chair McQueen called the meeting to order at 1:14 p.m.

Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

Terms of Reference

Mrs. Wingrove reviewed the terms of reference with the committee. Kim explained the use of the Canadian Association of Municipal Administrator's Evaluation Tool.

2020 Workplan

Mrs. Wingrove reviewed various items that will be occurring in the coming year including the new development in Long Term Care.

Kim will provide a listing of milestones at the next meeting for the committee to review and work with through the evaluation process over the coming year.

There was discussion regarding the increased time commitments expected of the CAO and management of the workload. Kim indicated there is a solid management team in place to assist. She did advise of potential impending retirements, along with the succession planning in place.

CAO Evaluation Template

Kim reviewed the template with the committee and the process of the evaluation. She reviewed the various positions that report to her including her role as Supervisor on the Western Ontario Wardens' Committee - Economic Development Committee.

Optional Vacancy on Committee

The Terms of Reference indicates membership consist of the Warden and four members of County Council. Due to the resignation of Councillor Bartnicki, there is a vacancy on this committee.

CPE-01-20 Moved by: Councillor Boddy Seconded by: Councillor Hutchinson

THAT the CAO Performance Evaluation Committee direct the County Clerk to petition County Council for a representative to fill the vacant position on this committee.

Carried

Next Meeting Date

April 9, 2020

The meeting adjourned at 1:50 p.m. to the call of the Chair.

Paul McQueen, Chair