

CAO Performance Evaluation Committee

May 23, 2019 2:40 PM

Heritage Room

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

Present: Chair Selwyn Hicks; Councillors Odette Bartnicki, Aakash Desai, Tom Hutchinson, Brian Milne

Staff

Present: CAO Kim Wingrove, Jody MacEachern, Penny Colton - Recording Secretary

Call to Order

Chair Hicks called the meeting to order at 2:40 p.m.

Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

Review Committee Terms of Reference

Mrs. Wingrove reviewed the Terms of Reference and discussed the purpose of the committee.

Membership of the committee is set, attendance of Human Resources staff can be requested if desired.

Review CAMA CAO Evaluation Toolkit

Mrs. Wingrove provided background of the Canadian Association of Municipal Administrators (CAMA) and her membership on the association.

Mrs. Wingrove reviewed the 2018 CAO Goals and Objectives Setting document approved by the previous committee. She identified various objectives that have been met ie. Harvard ManageMentor Program, Corporate Wellness program etc. and outstanding commitments including updating the strategic plan.

At a recent Grey County Town of The Blue Mountains Task Force meeting it was identified that a full-service review should be undertaken. Mrs. Wingrove is recommending a full-service catalogue be developed as a first step. This would summarize the services provided by the County, any regulatory requirements, and sources of funding for these services.

Mrs. Wingrove reviewed her 2018 performance appraisal with the committee. The committee discussed the process for this year, including the option for a 360° evaluation which would engage direct reports as well as committee members. Mrs. Wingrove advised this should be undertaken by an outside party.

The group agreed to meet again for a mid-year check in order to prepare for the Performance Appraisal due in October. The mid-year check in will review the competencies and commitments and committee members will provide feedback on the document.

Strategic Planning Next Steps

The process to update the Strategic Plan will include a review of the information collected for the service review catalogue and potential changes to future provincial funding . A plan to obtain input from Council, member municipalities, stakeholders and the public should be developed.

Mrs. Wingrove will provide a draft of the process for next meeting.

Council Use of Technology Discussion

Jody MacEachern joined the meeting at this point.

Mr. MacEachern reviewed IT security processes for Council members with County cell phones and iPads.

Mr. MacEachern advised that cell phones are basically a mini computer which contain corporate data; therefore, controls are required. IT staff are aware of the difficulties councillors are facing with multiple accounts and the restraints the security measures cause. IT staff will continue to research to develop best practices.

Mr. MacEachern left the meeting at this point.

Other Business

The group reviewed local municipal work on the recent directives from the Province and how best to decide on priorities and finding equities within their budgets and services.

Next Meeting Date

Thursday, June 27, 2019

The meeting adjourned at 3:40 p.m. to the call of the Chair.

Selwyn Hicks, Chair