

CAO Performance Evaluation Committee January 11, 2018 – 8:30 AM

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

Present: Chair Stewart Halliday; Councillors Alan Barfoot, Sue Paterson, Kevin Eccles and Anna Marie Fosbrooke

Staff

Present: Kim Wingrove, Chief Administrative Officer and Penny Colton, Recording Secretary

Kim Wingrove advised that the sitting Warden will be the Chair of this committee as noted in the Terms of Reference

Call to Order

Chair Halliday called the meeting to order at 8:34 AM.

Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

Terms of Reference

Kim Wingrove presented the Terms of Reference for the CAO Performance Evaluation Committee. An amendment to include the Deputy Warden as Vice Chair will be made.

A list of competencies was presented that was formulated based on Canadian Association of Municipal Administrators and other municipality's information. Goals and objectives will be set by the committee, with recommendations presented to County Council for approval.

A copy of the current organization Chart and current Corporate Strategic plan was provided for information.

The Annual Review Timeline was reviewed and provisions have been made to address an election year.

It was requested that the CAO's job description be reviewed with the delegation of authority by-law in order to ensure they clearly align.

CPE-01-18 Moved by: Councillor Barfoot Seconded by: Councillor Paterson

That the Terms of Reference for the CAO Performance Evaluation Committee be received as amended.

Carried.

Other Business

Kim Wingrove provided an update on the work to date with the directors and the Envisio program, advising a 2018 operating plan to further the work of the Corporate Strategic Plan will be provided to council at the end of February, and quarterly updates will follow. Kim also advised of upcoming training for staff and directors to assist with succession planning.

Next Meeting Dates

At the call of the Chair.

On motion by Councillor Paterson, the meeting adjourned at 9:20 AM.

Stewart Halliday, Chair