

Tuesday, January 24, 2017
2:30 p.m. – Regular Meeting

Boardroom CH-6A – 6th Floor – City Hall

Members: Mayor L. Jeffrey
Regional Councillor G. Gibson – Wards 1 and 5
Regional Councillor E. Moore – Wards 1 and 5
Regional Councillor M. Palleschi – Wards 2 and 6
Regional Councillor M. Medeiros – Wards 3 and 4
City Councillor G. Dhillon – Wards 9 and 10

For inquiries about this Agenda, or to make arrangements for accessibility accommodations for persons attending (some advance notice may be required), please contact:

Peter Fay, City Clerk
Phone (905) 874-2172, TTY (905) 874-2130, cityclerksoffice@brampton.ca

Note: Some meeting information may also be available in alternate formats, upon request.

Agenda
CAO Performance Review Committee

Note: Please ensure all cell phones, mobile and other electronic devices are turned off or placed on non-audible mode during the meeting. Council Members are prohibited from sending text messages, e-mails and other electronic messaging during the meeting.

1. **Approval of Agenda**
2. **Declarations of Interest under the Municipal Conflict of Interest Act**
3. **Previous Minutes** –n/a
4. **Delegations/Presentations**
5. **Reports**
 - 5.1 **CAO Performance Review Committee Terms of Reference**

Note: The Council-approved Committee terms of reference are provided for reference. Committee will need to appoint a Chair for this Committee.
6. **Other/New Business**
7. **Councillors Question Period**
8. **Public Question Period**

15 minute Limit (regarding any decision made at this meeting)
9. **Closed Session**

Personal matters about an identifiable individual including municipal or local board employees – an identifiable individual performance review
10. **Adjournment**

Date: 2016-06-02

Subject: **Establishment of a Chief Administrative Officer Performance Review Committee**

Contact: Peter Fay, City Clerk, Corporate Services, 905-874-2172

Recommendations:

1. That the report from Peter Fay, City Clerk, Corporate Services, dated June 2, 2016, to the Council Meeting of June 22, 2016, re: **Establishing a Chief Administrative Officer (CAO) Performance Review Committee** (File: FE.x), be received; and
2. That the terms of reference for the CAO Performance Review Committee, as set out in Appendix 1 to this report, be approved.

Overview:

- **During the CAO recruitment process, Council directed in closed session that the CAO Recruitment Committee function as the CAO Performance Review Committee.**
- **This report recommends establishing a CAO Performance Review Committee in keeping with Council's Procedure By-law rules for creating new committees.**
- **This report achieves the Strategic Plan by reinforcing accountability structures through annual individual goal-setting and performance review assessments.**

Background:

At its April 6, 2016 Special Meeting, Council gave the following direction to staff during its closed session:

That the CAO Recruitment Committee be directed to function as the CAO Performance Review Committee to meet annually, as required, for the purpose of the annual performance review and provide its recommendations to Council.

5.1 - 2

Section 2.6 of Council's Procedure By-law 160-2004, as amended, sets out the rules for establishing committees.

The purpose of this report is to establish the CAO Performance Review Committee in keeping with Council's Procedure By-law.

Current Situation:

The City has an established Pay for Performance program for all non-union full-time staff. The program includes the annual establishment of performance goals between the employee and supervisor, feedback and review mechanisms and a year-end assessment process resulting in a potential pay for performance incentive to the employee.

For the Chief Administrative Officer (CAO) position, the same Pay for Performance program applies. The CAO's supervisor is the Mayor and Council. Therefore, an effective mechanism for the annual goal-setting, performance monitoring and assessment process can be a committee of Council which makes recommendations to Council.

It is recommended that a CAO Performance Review Committee be established, as set out in the draft terms of reference attached as Appendix 1.

For 2016, appropriate goals will be established by the CAO, and a meeting of the Committee will be scheduled in the near future to discuss 2016 goals.

The Committee will be supported by the Clerk's Office and Human Resources, as required. Committee minutes and recommendations will be presented to Council for approval. Committee meetings may be subject to closed session deliberations depending on the nature of agenda business, in compliance with the open meetings provisions under the *Municipal Act, 2001*.

Corporate Implications:

Financial Implications:

There are no financial implications from this report. The report actions will be implemented with existing resources and within existing approved budgets.

Other Implications:

There are no other implications from this report.

Strategic Plan:

This report achieves the Strategic Plan priority of Good Government by reinforcing accountability structures through annual individual goal-setting and performance review assessments.

Conclusion:

Council directed that the CAO Recruitment Committee also function as the CAO Performance Evaluation Committee. This report recommends establishing the committee in keeping with Council's Procedure By-law.

Submitted by:



Peter Fay, City Clerk
Corporate Services

Attachments:

Appendix 1 - Terms of Reference for the Chief Administrative Officer (CAO)
Performance Review Committee

Report authored by: Peter Fay, City Clerk, Corporate Services

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Appendix A
Terms of Reference for the
Chief Administrative Officer (CAO) Performance Review Committee

Chief Administrative Officer (CAO) Performance Review Committee

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| Composition: | The following six (6) Members of the former CAO Recruitment Committee: <ul style="list-style-type: none">• Mayor Jeffrey• Regional Councillor Gibson• Regional Councillor Moore• Regional Councillor Palleschi• Regional Councillor Medeiros• City Councillor Dhillon |
| Term of Office: | Until the end of the 2014-2018 term of Council (November 30, 2018) |
| Established by: | Council Resolution _____ |
| Meetings: | As required by the annual performance plan established by the CAO, or at the call of the Chair |
| Reports to: | City Council, in accordance with the open meeting provisions of the <i>Municipal Act, 2001</i> . |
| Supported by: | City Clerk – scheduling, agendas and minutes Executive-Director, Human Resources, shall serve as a resource to support the Committee’s mandate, as required |

Committee Structure/Responsibilities:

A primary function of Council is to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality.

Brampton’s model of administration follows the *Municipal Act, 2001*, in the establishment of a Chief Administrative Officer (CAO) position as the head of the administrative arm of City government. The CAO is responsible to Council for exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality, in accordance with the policies, plans and budget established and approved by Council.

5.1 - 5

The hiring of the CAO is one of the key responsibilities of Council.

The CAO participates in the City's Pay for Performance program. Council is responsible for the evaluation of the performance of the CAO. The CAO Performance Review Committee is responsible for overseeing the annual process on behalf of Council.

The Committee's mandate shall include the following:

1. Oversee the process for the establishment of annual goals by the CAO.
2. Convene periodic meetings for performance monitoring and feedback discussions with the CAO.
3. Oversee the process for the annual performance review of the CAO,
4. Recommend to Council Pay for Performance program decisions for the CAO.