

SPECIAL COUNCIL MEETING MINUTES

May 24, 2018
2:15 p.m.
Council Chamber
401 Festival Lane
Sherwood Park, AB

Members Present: Rod Frank, Mayor
Robert Parks, Ward 1
Dave Anderson, Ward 2
Bill Tonita, Ward 4
Paul Smith, Ward 5
Linton Delaine, Ward 6
Glen Lawrence, Ward 7
Katie Berghofer, Ward 8

Members Absent: Brian Botterill, Ward 3

Administration Present: Rob Coon, Chief Commissioner
Kevin Glebe, Assoc. Commissioner, Infrastructure and Planning Services
Gord Johnston, Assoc. Commissioner, Community Services
Greg Yeomans, Chief Financial Officer
Lori Cooper, Assoc. Commissioner, Corporate Services
Mavis Nathoo, Director, Legislative and Legal Services
Sandy Bugeja, Manager, Governance Support Services & Deputy Clerk

1. CALL TO ORDER

Mayor Frank called the meeting to order at 2:17 p.m.

2. ADOPTION OF AGENDA

2018/ 196

Moved by: D. Anderson

THAT the agenda be adopted as presented.

In Favor (8): R. Frank, R. Parks, D. Anderson, B. Tonita, P. Smith, L. Delaine, G. Lawrence, and K. Berghofer

Carried

3. CLOSED SESSION

2018/ 197

Moved by: B. Tonita

THAT Council meet in private to discuss matters protected from disclosure under the Freedom of Information and Protection of Privacy (FOIP) Act at 2:18 p.m.

In Favor (8): R. Frank, R. Parks, D. Anderson, B. Tonita, P. Smith, L. Delainey, G. Lawrence, and K. Berghofer

Carried

3.1 Council Advocacy Strategy

FOIP Section 21, harmful to intergovernmental relations

FOIP Section 24, advice from officials

Name	Reason/ Purpose
Rob Coon	Strategic Leader of the Organization
Lori Cooper	Strategic Leader of the Organization
Kevin Glebe	Strategic Leader of the Organization
Gord Johnston	Strategic Leader of the Organization
Greg Yeomans	Strategic Leader of the Organization
Mavis Nathoo	Legislative Advice/ Clerk
Elan MacDonald	Presenter
Yonathan Sumamo	Presenter
Nancy Lyzaniwski	Presenter
Marnie Lee	Presenter
Jackie Porayko	Presenter

K. Berghofer left the meeting at 3:19 p.m.

3.2 CAO Performance Review Process

FOIP Section 17, harmful to personal privacy

FOIP Section 24, advice from officials

Name	Reason/ Purpose
Lori Cooper	Strategic Leader of the Organization / Presenter
Mavis Nathoo	Legislative Advice/ Clerk
Debra Smith	Presenter

2018/ 198

Moved by: R. Parks

THAT Council revert to open session at 5:12 p.m.

In Favor (7): R. Frank, R. Parks, D. Anderson, B. Tonita, P. Smith, L. Delainey, and G. Lawrence

Carried

4. MOTIONS ARISING OUT OF CLOSED SESSION

2018/ 199

Moved by: B. Tonita

1. THAT Administration undertake procurement by way of a Negotiated RFP (Concurrent Process) of a consultant to support Council in conducting the annual CAO Review, up to a maximum of \$35,000, with any balance exceeding the approved budget of \$9,500 to be funded from the Municipal Contingency Reserve (R2) if required.
2. THAT the following Consultant Deliverables be approved for inclusion in the Scope of Work for the CAO Annual Review RFP:
 - a. Quality check on the proposed questions to ensure clarity
 - b. Develop and administer an on-line survey tool to gather feedback from:
 - i. Council (9 members)
 - ii. Direct reports & Directors (25 individuals)
 - iii. Peers (up to 6 external)
 - iv. CAO (self-evaluation)
 - v. Gather qualitative feedback on strengths and areas to improve through appropriate open-ended questions
 - vi. Coordinate communication with participants
 - vii. Develop and facilitate Council consensus & validation process
 - viii. Provide a comprehensive report on the results to Council with materials to support communication with CAO
3. THAT the following Evaluation Criteria & Weighting be approved for inclusion in the CAO Annual Review RFP:
 - a. Initial evaluation
 - i. 15% - Company Experience (municipal/public sector/CAO evaluation/360 on-line surveys)
 - ii. 20% - Key personnel qualifications (who will be working with us and their related experience)
 - iii. 35% - Proposed approach to the review
 - iv. 10% - Schedule/timelines – ability to deliver final report/discussion by the end of October
 - v. 20% - Price (formula administered by Procurement Services)
 - b. Final evaluation (after interview)
 - i. 60% - Interview
 - ii. 40% - Price (formula administered by Procurement Services)
 - c. Reference check – pass/fail (Procurement Services)
4. THAT Enclosure 2 be created and added to item 3.2 and remain private until the invitations to respond to the RFP have been issued; and
THAT the Consultants named in Enclosure 2, subject to any conflict of interest issues that may be identified, be invited to respond to the CAO Annual Review RFP.
5. THAT the June 7, 2018 Special Council meeting be cancelled.

In Favor (7): R. Frank, R. Parks, D. Anderson, B. Tonita, P. Smith, L. Delainey, and G. Lawrence

Carried

2018/ 200**Moved by:** G. Lawrence

THAT Council meet in private to discuss matters protected from disclosure under the Freedom of Information and Protection of Privacy (FOIP) Act section 24, at 5:17 p.m.

In Favor (7): R. Frank, R. Parks, D. Anderson, B. Tonita, P. Smith, L. Delainey, and G. Lawrence

Carried

3.3 Family and Community Services Program Directions
FOIP Section 24, advice from officials

Name	Reason/ Purpose
Rob Coon	Strategic Leader of the Organization
Lori Cooper	Strategic Leader of the Organization
Kevin Glebe	Strategic Leader of the Organization
Gord Johnston	Strategic Leader of the Organization/ Presenter
Greg Yeomans	Strategic Leader of the Organization
Sandy Bugeja	Legislative Advice/ Clerk
Bree Claude	Presenter
Debra Smith	Presenter

R. Frank left the meeting at 5:25 p.m.

2018/ 201**Moved by:** R. Parks

THAT Council revert to open session at 5:53 p.m.

In Favor (6): R. Parks, D. Anderson, B. Tonita, P. Smith, L. Delainey, and G. Lawrence

Carried**5. ADJOURNMENT**

Acting Mayor Tonita declared the meeting adjourned at 5:54 p.m.

Mayor

Director, Legislative & Legal Services