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. Delainey, 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Reason/ Purpose</th>
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</thead>
<tbody>
<tr>
<td>Rob Coon</td>
<td>Strategic Leader of the Organization</td>
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<tr>
<td>Lori Cooper</td>
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<td>Legislative Advice/ Clerk</td>
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<tr>
<td>Elan MacDonald</td>
<td>Presenter</td>
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<tr>
<td>Yonathan Sumamo</td>
<td>Presenter</td>
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<tr>
<td>Nancy Lyzaniwski</td>
<td>Presenter</td>
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<tr>
<td>Marnie Lee</td>
<td>Presenter</td>
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<tr>
<td>Jackie Porayko</td>
<td>Presenter</td>
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*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

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<td>Debra Smith</td>
<td>Presenter</td>
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**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
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

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<td>Greg Yeomans</td>
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<td>Sandy Bugeja</td>
<td>Legislative Advice/ Clerk</td>
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<td>Bree Claude</td>
<td>Presenter</td>
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<tr>
<td>Debra Smith</td>
<td>Presenter</td>
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R. Frank left the meeting at 5:25 p.m.

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