



Special Meeting Agenda
CAO Performance Review Committee
The Corporation of the City of Brampton

Date: Monday, March 29, 2021

Time: 9:30 a.m.

Location: Council Chambers - 4th Floor, City Hall - Webex Electronic Meeting

Members:

Regional Councillor P. Fortini (Chair)	Wards 7 and 8
Mayor Patrick Brown	
Regional Councillor R. Santos	Wards 1 and 5
Regional Councillor P. Vicente	Wards 1 and 5
Regional Councillor M. Palleschi	Wards 2 and 6
Regional Councillor M. Medeiros	Wards 3 and 4
Regional Councillor G. Dhillon	Wards 9 and 10
City Councillor D. Whillans	Wards 2 and 6
City Councillor J. Bowman	Wards 3 and 4
City Councillor C. Williams	Wards 7 and 8
City Councillor H. Singh	Wards 9 and 10

NOTICE: In consideration of the current COVID-19 public health orders prohibiting large public gatherings and requiring physical distancing, in-person attendance at Council and Committee meetings will be limited to Members of Council and essential City staff.

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, Telephone 905.874.2172, TTY 905.874.2130
cityclerksoffice@brampton.ca

Note: Meeting information is also available in alternate formats upon request.

1. Call to Order
2. Approval of Agenda
3. Declarations of Interest under the Municipal Conflict of Interest Act
4. Minutes
5. Reports
 - 5.1. Terms of Reference - CAO Performance Review Committee

Note: Attached for information is the Council-approved Committee terms of reference.
6. Councillor Question Period
7. Public Question Period

15 Minute Limit (regarding any decision made at this meeting)
8. Closed Session
 - 8.1. Open Meeting exception under Section 239 (2) (b) and (d) of the Municipal Act, 2001

Personal matters about an identifiable individual, including municipal or local board employees and, labour relations or employee negotiations
9. Adjournment

Terms of Reference

Chief Administrative Officer (CAO) Performance Review Committee

Composition:	all Members of Council
Term of Office:	Until the end of the 2018-2022 term of Council (November 14, 2022)
Established by:	Established by Council Resolution C305-2018 (Composition amended by Council Resolution adopted on March 24, 2021)
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; 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.

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.

Current Members (2018-2022 term)

Chair appointed by Council Resolution C021-2019 (Recommendation CW018-2019).
Committee composition amended by Council Resolution adopted on March 24, 2021.

Regional Councillor Fortini (Chair)

Mayor Brown

Regional Councillor Vicente

Regional Councillor Palleschi

City Councillor Whillans

City Councillor Williams

Regional Councillor Santos

Regional Councillor Medeiros

Regional Councillor Dhillon

City Councillor Bowman

City Councillor Singh