



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

Date: Wednesday, October 28, 2020
Time: 3:00 p.m.
Location: Council Chambers - 4th Floor, City Hall - Webex Electronic Meeting

Members:

Regional Councillor P. Fortini	Wards 7 and 8
Regional Councillor R. Santos	Wards 1 and 5
City Councillor D. Whillans	Wards 2 and 6
City Councillor J. Bowman	Wards 3 and 4
Regional Councillor M. Medeiros	Wards 3 and 4
Regional Councillor G. Dhillon	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.

As of September 16, 2020, limited public attendance at meetings will be permitted by preregistration only (subject to occupancy limits). It is strongly recommended that all persons continue to observe meetings online or participate remotely. To register to attend a meeting in person, please complete this form.

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

Attached for information is the Council-approved Committee terms of reference.

6. Other Business/New Business

7. Councillor Question Period

8. Public Question Period

15 Minute Limit (regarding any decision made at this meeting)

9. Closed Session

Note: A separate package regarding this agenda item is provided to Members of Council and senior staff only.

- 9.1. Open Meeting exception under Section 239 (2) (b) of the Municipal Act, 2001

Personal matters about an identifiable individual, including municipal or local board employees.

10. Adjournment

Terms of Reference

Chief Administrative Officer (CAO) Performance Review Committee

- Composition:** six (6) 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
- 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 *Municipal Act, 2001*.
- 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.

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).

Regional Councillor Pat Fortini (Chair)
Regional Councillor Martin Medeiros
Regional Councillor Rowena Santos
Regional Councillor Gurpreet Dhillon
City Councillor Jeff Bowman
City Councillor Doug Whillans