

PERFORMANCE PLAN COMMITTEE MINUTES

September 19, 2022
1:30 p.m.
Community Centre - Meeting Room 2
401 Festival Lane
Sherwood Park, AB

Members Present: Rod Frank, Mayor
Bill Tonita, Ward 4
Corey-Ann Hartwick, Ward 6
Glen Lawrence, Ward 7

Administration Present: Darrell Reid, Chief Commissioner
Mavis Nathoo, Director, Legislative and Legal Services

1. CALL TO ORDER

Mayor Frank called the meeting to order at 1:30 p.m.

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

Moved by: G. Lawrence

THAT the agenda be adopted with the addition of enclosure 2 to Closed Session item 4.1 and that enclosure 2 remain private pursuant to sections 17 and 19 of the *Freedom of Information and Protection of Privacy Act*.

In Favour (4): R. Frank, B. Tonita, C. Hartwick, and G. Lawrence

Carried

3. CONFIRMATION OF MINUTES

3.1 December 1, 2021 Performance Plan Committee Meeting

Moved by: G. Lawrence

THAT the December 1, 2022 Performance Plan Committee Meeting minutes be approved.

In Favour (4): R. Frank, B. Tonita, C. Hartwick, and G. Lawrence

Carried

4. CLOSED SESSION

Moved by: C. Hartwick

THAT the Performance Plan Committee meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy (FOIP) Act* sections 17, 19, 21 and 24 at 1:34 p.m.

In Favour (4): R. Frank, B. Tonita, C. Hartwick, and G. Lawrence

Carried

- 4.1 Chief Commissioner's Self-Assessment
FOIP Section 17, harmful to personal privacy
FOIP Section 19, confidential evaluations

Name	Reason/ Purpose
Darrell Reid	Strategic Leader of the Organization / Presenter
Mavis Nathoo	Legislative Advice/ Clerk

- 4.2 Proposed Process for Chief Commissioner Annual Evaluation
FOIP Section 17, harmful to personal privacy
FOIP Section 19, confidential evaluations

Name	Reason/ Purpose
Darrell Reid	Strategic Leader of the Organization
Mavis Nathoo	Legislative Advice/ Clerk / Presenter
W. Guiffre	Presenter

- 4.3 Discussion of Contractual Terms
FOIP Section 17, harmful to personal privacy
FOIP Section 21, harmful to intergovernmental relations
FOIP Section 24, advice from officials

Name	Reason/ Purpose
Darrell Reid	Strategic Leader of the Organization
Mavis Nathoo	Legislative Advice/ Clerk / To answer questions
Sharry Sowiak	To answer questions
W. Guiffre	Presenter

Moved by: G. Lawrence

THAT the Committee revert to open session at 3:06 p.m.

In Favour (4): R. Frank, B. Tonita, C. Hartwick, and G. Lawrence

Carried

5. MOTIONS ARISING OUT OF CLOSED SESSION

4.2 Proposed Process for Chief Commissioner Annual Evaluation

Moved by: B. Tonita

THAT the Chief Commissioner Performance Review Proposed Plan set out in enclosure 1 with the addition of two Performance Plan Committee meetings, one to be held in October, and one to be held in November, be approved.

In Favour (4): R. Frank, B. Tonita, C. Hartwick, and G. Lawrence

Carried

Moved by: G. Lawrence

THAT the Mayor on behalf of the Committee send an email to all members of council outlining the evaluation process, encouraging timely participation in the survey, and attaching the Chief Commissioner Self Assessment 2022 which remains private pursuant to sections 17 and 19 of the *Freedom of Information and Protection of Privacy Act*.

In Favour (4): R. Frank, B. Tonita, C. Hartwick, and G. Lawrence

Carried

ACTION: Office of the Mayor
DUE: Immediately

6. ADJOURNMENT

Mayor Frank adjourned the meeting at 3.10 p.m.

Mayor

Director, Legislative & Legal Services