

*Request for Decision      United Townships of Head, Clara & Maria Council*

Type of Decision									
Meeting Date	Tuesday, February 13, 2018				Report Date	Thursday, February 8, 2018			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting		Open	X	Closed

**Resolution of direction from Council re: Performance Appraisal Recommendations #13/02/18/1301**

**Subject:**

Resolution of direction from Council re: Performance Appraisal Recommendations and Follow Up

**RECOMMENDATION:**

**Resolution #1**

**WHEREAS** the Municipal Act allows for closed meetings under section 239;

**THEREFORE BE IT RESOLVED THAT** this meeting go into an in camera session at \_\_\_\_\_ h to discuss personal information about identifiable individuals including municipal and local employees under section 239 (2) (b) in respect to the results of the Clerk/CAOs performance appraisal;

**Resolution #2**

**WHEREAS** Council went into closed session to discuss personal information about an identifiable individual;

**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at \_\_\_\_\_ h. and the public portion of the meeting continue. Let it be public record that the only business of Council advanced during this closed session was to provide direction to staff in respect to the merit policy and to receive a confidential report from staff directly concerning the performance appraisal.

**Resolution #3**

**WHEREAS** Council has a performance pay system and a merit policy to determine staff wages;

**AND WHEREAS** this system has an element to reward superlative performance;

**AND WHEREAS** in 2018 the Municipal Clerk has demonstrated to Council performance that far exceeds job expectations;

**AND WHEREAS** this performance is well above and beyond the clerk's job description,

**THEREFORE BE IT HEREBY RESOLVED** that a onetime merit payment will be made to reward the Clerk's superlative performance for 2018.

**AND FURTHER THAT** direction has been provided to the Treasurer to that effect during Closed session of this meeting.

## **BACKGROUND/EXECUTIVE SUMMARY:**

Self explanatory. Although the process of awarding a bonus based on merit according to policy is public information the Performance Appraisal, Employee file documents and monetary awards are considered personal information about an identifiable individual under the Municipal Freedom of Information and Protection of Privacy Act and the Municipal Act and as such shall remain confidential.

For 2017 a 360 process was completed by the Clerk, staff and members of council. The results of those documents were discussed at a formal Performance Appraisal held on Saturday, January 27, 2018 attended by Councillors McKay and Chartrand and Mayor Reid. Councillor Villeneuve submitted his documentation and left before the meeting began. Councillor Foote was absent. With a quorum of Council, the remaining members completed the process.

## **Options/Discussion:**

## **Financial Considerations/Budget Impact:**

Funds required have been identified through the annual operating surplus.

## **Policy Impact:**

## **Others Consulted:**

Resolution initially drafted by Councillor Gibson for use in 2013. Adapted for this appraisal by Councillor McKay.

Approved and Recommended by the Clerk
Melinda Reith, Municipal Clerk