



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

Minutes of February 25, 2022

Minutes of a regular meeting of Council held on February 25, 2022 at 9:30 a.m.

1. **CALL TO ORDER & MOMENT OF SILENT REFLECTION** – Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long-term benefit of our Municipality and those we represent.
2. **ROLL CALL** – The following persons were present: Mayor Debbi Grills
Councillors: Chris Dowser, Fran Kelly-Chamberlain, and Ernie Villeneuve
Staff: Crystal Fischer, Clerk/ Treasurer
Absent/Regrets: Councillor Brent Allen
3. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** – none
4. **EDUCATION AND TRAINING -**
Staff Performance Appraisals (PA)
Concerns with performance of CAO - what feedback can be provided? PA's should be about employee success; not punitive. Council will have opportunity to speak and then the CAO.
Tool called a DISC assessment, can help determine an employee's personality and compatibility to a certain position. It is a cognitive assessment and determines if employee is competent in doing a job.
PA should be completed December of each calendar year, with three-month check ins. This system has been adopted in 3-4 communities; Councils are starting to see the importance.
PA is not about attack; it should be communication on what is done well and what needs improvement; how staff is supported, what needs improvement, how Council can help? The PA provided has components of a 360 review.
The 360 should be one term of Council for this municipality – HCM is too small to do annually or biennially. 360 should be completed in second or third term of Council. Key Performance Indicators (KPI) can be used to set benchmarks, and should be determined in October. Can partner with neighbouring municipalities to collect 360 data information as it should not be done with CAO being evaluated.
PA is critical as an employer; it determines expectations of its employees and sets strategic direction. KPIs can be multi-year.

Review of the Proposed Performance Appraisal (PA)

360 should not be more than a 35% component of PA; 25% is preferred.

Build a template, choose what needs to be evaluated, respondents are selected, questionnaire is mailed/emailed, Council gets a report. Clerk submits self assessment – information is packaged all together and gives totals score.

How is person fitting on core competency scale? Neutral party outside of organization does the complete calculation; also, can't be a person who reports to the Clerk. Another staff member should complete the "clerking" of the PA meeting.

Evaluation process is not about being punitive, it is about building success.
Council report card – should be completed once per year.
Should be reviewing Council Honorarium, Staff Salary Grid and Fee Charges each year at budget. Should have a budget policy. First draft of budget should be reviewed in October, in order to have a good idea of expenses going into the new year.
HCM should consider having a multi-year budget – 4 years.
A By-law can be passed to allow 50% of last year's budget expenses, if current budget isn't passed by January 1st.
Establish a level of service by-law; accountability and transparency to the public on what Council does.

Moving Forward

First step would be to look at pay grid – should have a seven-step grid for the most senior staff, not five-step grid. Can have a policy, step increase as Council can afford – not based on performance.
If council can afford double step increases, council can do that to get to where salaries should be.
Once the seven steps are reached, it would be COLA based, via Council approval only.
Peggy will provide information to Council on similar municipality's pay scale grids.
Staff should feel safe that if they are in council they can be truthful without facing retribution and that the information stays in closed session.

CAO's need to be within the annual salary range of \$75,000 - 95,000.
Seems to be about money. Tim McKenna – treat people poorly or pay them poorly; but it cannot be both.
There are pay equity requirements.
Work/life balance – Council needs to be aware of level of staffing requirements. Not covered under insurance if staff are coming in on personal time. There is a Catch 22; fear of losing job if work isn't being completed, but do not have enough time in a day to have work completed. Council needs to realise more staffing is required.
Performance management process – better understand what staff is doing. Clerk can bring a report to Council with recommendations of re-prioritizing major projects throughout the year – goes back to three-month check-ins.
KPIs have to be measurable. Must be realistic.

When Council passes a resolution, there should be a timeline.
Hybrid meeting of Committee if the Whole (COW) – first 1.5 hours COW, second 1.5 hours should be council meeting. Questions of the Clerk should be asked before the meeting, Council should only be asking the Clerk for clarification of the law, of something in a staff report or if something new is added to the agenda at the Council meeting.
Any questions asked of members of Council prior to the meeting, the Clerk should send out all the same information to all members of Council. Clerk to send email with all members of Council BCC and state in the email that all members of Council have been provided the information.
Any one member of Council cannot respond on behalf of Council without a resolution. They can respond with an express personal opinion, signed personally and not as a councillor. Suggest do not use profanity.
Social media – if posting personally on social media disclaimer should be used stating that this is personal opinion, and not that on behalf of Council.

5. CONFIRMATION OF PROCEEDINGS

Resolution No.: 22/01/18/014

Moved by Councillor Allen and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT BE IT RESOLVED THAT By-Law 2022-01 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara and Maria at its meeting held on Tuesday, January 18, 2022 be read a first time short and passed.

Carried Unanimously

6. ADJOURNMENT

Resolution No.: 22/01/18/015

Moved by Councillor Dowser seconded by Councillor Villeneuve

BE IT RESOLVED THAT this meeting adjourn at 4:21 p.m. to meet again on Tuesday, February 15th, 2022 at 1:00 p.m.

Carried Unanimously

MAYOR

CLERK