



Governance and Legislation Committee

Minutes

September 9, 2020, 5:00 p.m.
City Hall Council Chambers
15322 Buena Vista Avenue, White Rock, BC, B4B 1Y6

PRESENT:

- Mayor Walker
- Councillor Chesney
- Councillor Fathers
- Councillor Johanson
- Councillor Kristjanson
- Councillor Manning
- Councillor Trevelyan

STAFF:

- Tracey Arthur, Director of Corporate Administration
- Jacque Johnstone, Director of Human Resources

1. CALL TO ORDER

The Chairperson called the meeting to order at 5:00 p.m.

1.1 MOTION TO CONDUCT GOVERNANCE AND LEGISLATION COMMITTEE MEETING WITHOUT THE PUBLIC IN ATTENDANCE

2020-G/L-060

IT was MOVED and SECONDED

THAT the Governance and Legislation Committee endorses:

WHEREAS COVID-19 has been declared a global pandemic;

WHEREAS the City of White Rock has been able to continue to provide the public access to the meetings through live streaming;

WHEREAS holding public meetings in the City Hall Council Chambers, where all the audio/video equipment has been set up for the live streaming program, would not be possible without breaching physical distancing restrictions due to its size, and holding public meetings at the White Rock Community Centre would cause further financial impact to City Operations due to staffing resources and not enable live streaming;

WHEREAS Ministerial Order No. 192 requires an adopted motion in order to hold public meetings electronically, without members of the public present in person at the meeting;

THEREFORE BE IT RESOLVED THAT the Governance and Legislation Committee (including all members of Council) authorizes the September 9, 2020 meeting to be video streamed and available on the City's website, and without the public present in the Council Chambers.

CARRIED

2. ADOPTION OF AGENDA

2020-G/L-061

IT was MOVED and SECONDED

THAT the Governance and Legislation Committee adopt the agenda for September 9, 2020 as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 GOVERNANCE AND LEGISLATION COMMITTEE MINUTES

2020-G/L-062

IT was MOVED and SECONDED

THAT the Governance and Legislation Committee adopt the July 27, 2020 meeting minutes as circulated.

CARRIED

4. CHIEF ADMINISTRATIVE OFFICER (CAO) ANNUAL PERFORMANCE REVIEW COUNCIL POLICY - 126

Mr. Williams reviewed a PowerPoint titled "CAO 360 Evaluation 2020".

Adjustments to the proposed format were made in regard to:

- Objectives
- Questionnaire Design

Next Steps:

- Tekara to meet with CAO
- CAO to confirm stakeholder list for interviews
- Interviews (up to six) to be scheduled via telephone
- Interviews to be conducted
- Administer the survey

2020-G/L-063

IT was MOVED and SECONDED

THAT the Governance and Legislation Committee directs there be a tie in / inclusion noted in the Chief Administrative Officer (CAO) job description stating there would be a 360 review conducted as a performance review for the CAO to be completed annually.

CARRIED

2020-G/L-064

IT was MOVED and SECONDED

THAT The Governance and Legislation Committee directs they would be in receipt of the Chief Administrative Officer's (CAO) workplan / vision for the future including priorities given to the items prior to the performance review being conducted.

CARRIED.

It was clarified that the questionnaire template for the 360 review in regard to the CAO performance review will be drawn up by the consultant using the information provided through discussion with the Governance and Legislation Committee which is deemed to be finalized this evening.

2020-G/L-065

IT was MOVED and SECONDED

THAT the Governance and Legislation Committee receive the information / presentation provided by Mr. Ryan Williams of Tekara Organizational Effectiveness Inc. regarding a proposed process for the Chief Administrative Officer (CAO) Annual Performance Review.

CARRIED

5. CONCLUSION OF THE SEPTEMBER 9, 2020 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

The Chairperson concluded the meeting at 5:18 p.m.



Mayor Walker



Tracey Arthur, Director of Corporate Administration