

Type of Decision									
Meeting Date	Friday, November 20, 2009				Report Date	Monday, November 16, 2009			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed

REPORT TITLE
To Appoint a Committee to Perform Clerk's Performance Appraisal Report 20/11/09/207

RECOMMENDATION: That Council adopt the following resolution appointing a committee to perform the Clerk's performance appraisal.

WHEREAS it is time for annual performance appraisals;

AND WHEREAS on the advice of our legal representative it is prudent to have a committee of Council perform the evaluation for the Clerk's position as opposed to one individual;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby appoint _____ and _____ who, along with the Reeve, will form a committee whose sole purpose is to complete a performance appraisal of the Clerk for the year 2009.

BACKGROUND/EXECUTIVE SUMMARY: Again, pretty self-explanatory, Fred Dean had recommended at a previous information session that it would be good practise to have a committee perform the performance appraisal of the Clerk as opposed to having one individual complete it. For this purpose, it is recommended that three people be selected to complete that process for recommendation to Council.

The time required will be minimal. The evaluation itself is a process of completing the formal appraisal using the forms provided then having a discussion to review documented issues and to set goals for the future. Should not take more than two hours total.

FINANCIAL CONSIDERATIONS/BUDGET IMPACT: - none.

Approved and Recommended by the Clerk	
Melinda Reith, Municipal Clerk	<i>Melinda Reith</i>