

In-camera
AGENDA ITEM SHEET (AIS)

Attachment: Yes No

Complete ALL Sections

NAME OF COMMITTEE: Committee of the Whole In-camera
(no longer Sub-committee In-camera meetings)

- HIGHLIGHT ONE:**
- DELEGATION COMING TO MEETING;
 - Estimated time for the delegation/presentation:
 - Name of person making presentation:
 - Have you confirmed the meeting date and time with the delegation?
Yes or No
 - REQUIRES DIRECTION OF COMMITTEE;
- or,
- FOR THE INFORMATION OF COMMITTEE;

REASON / REASONS FOR IN-CAMERA: Highlight all applicable reasons:

- Security of municipal property of the municipality or local board (section 239.(2)(a));
- Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b));
- Proposed or pending acquisition or disposal of land by the municipality or local board (section 239.(2)(c)) (includes municipal property leased for more than 21 years;
- Labour relations or employee negotiations (section 239.(2)(d));
- Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board (section 239.(2)(e));
- Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f));
- A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act (section 239.(2)(g));
- Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them (section 239.(2)(h));
- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization (section 239.(2)(i));
- A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value (section 239.(2)(j));or

- A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239.(2)(k));
- A subject matter that relates to the consideration of:
 - a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
 - an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13(1) of the *Municipal Act*, or the investigator referred to in subsection 239.2(1) (section 239.(3));
- For educating or training Council members, provided that no Council member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, local board or committee (section 239.(3.1)).

COMPLETE ALL SECTIONS BELOW Tahoma 12

Title: Appointment of Evaluation Team – Municipal Modernization Service Review

Objective: To consider the appointment of members to the Evaluation Team for the Municipal Modernization Service Review RFP.

Background and Analysis: At the February 10 Council meeting, authorization is being requested of Council to authorize the issuance of a request for proposal for this project. Due to the timelines involved, staff are requesting that Council consider appointing the members of the evaluation team to review the proposals received now so that scheduling can take place.

The Purchasing By-law/Policy provides that,

If the cost of the Consultant is expected to exceed \$100,000, the Mayor and two (2) members of Council, as well as two (2) members of staff, will sit on the Evaluation Committee. The Mayor may ask that Council select a member to sit in his or her stead.

The proposed Evaluation Team for this project is the following Members and Staff:

- Mayor, Chair and Vice Chair of Finance and Labour Relations
- Director of Human Resources and CAO or their respective delegates.

Financial impact: There is no cost to the City for this RFP as funding is being provided by the Province either through a grant application or the Efficiencies Grant funds already received by the City.

Alignment with Strategic Priorities:

Developing our Resources

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

Staff recommendation: THAT direction be given with respect to the appointment of 3 Council members and 2 staff members to the Evaluation Team for the Municipal Modernization Service Review RFP;

AND THAT this direction also be dealt with at the February 10 Council meeting.

Run the Accessibility Checker on your completed AIS but only from Title to the last line of your staff recommendation.

Is there a departmental report or supporting material to accompany this AIS item?

(Highlight one)

No or Yes If YES, **forward one (1) copy of the report** or material to Joan Thomson, Clerk's Office, for distribution with the In-camera agenda. The exception is if there is a spiral-bound, report such as a consultant's report etc. Then forward 20 copies to Joan Thomson

Date: February 6, 2020 ⇐ (insert date this AIS was completed)

Author: ⇐ (Author to insert his/her name and title)

Director: ⇐ (Director to insert his/her initials to indicate his/her approval of this AIS)

Acting CAO: J Thomson ⇐ (CAO to insert his initials once he has approved this AIS)

After you complete this AIS and it has been reviewed by your Director, if applicable, email it to the CAO or Acting CAO with a cc to Joan Thomson prior to the agenda deadline.