

DATE: October 23, 2023
REPORT NO: HR-05-2023
SUBJECT: **CAO Performance Review Policy**
CONTACT: Cassandra Carey, HR Coordinator
Jessica Dyson, Director of Legislative Services/Clerk

OVERVIEW:

- This Staff Report provides Township Council with a new policy to annually assess the performance of the Chief Administrative Officer (CAO).

RECOMMENDATION:

1. That, Recommendation Report HR-05-2023, regarding “CAO Performance Review Policy”, dated October 23, 2023, be received; and,
2. That, POL-ADMIN-04-2023 - CAO Performance Review Policy, as attached as Schedule A, be approved.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4

- **Advance** - Organizational Capacity and Effectiveness

BACKGROUND:

A key responsibility of Council is ensuring the effective management of the affairs of the municipality through the position of the Chief Administrative Officer (CAO). The CAO’s role acts as the link between Council and municipal operations and is expected to facilitate the development, implementation and delivery of municipal programs and services in accordance with Council’s direction. Being the sole position that Council is directly responsible for hiring, Council is also responsible for measuring the performance of the CAO.

A policy or procedure does not currently exist that defines the CAO performance review process. In order to ensure that the CAO’s performance is measured in a consistent and equitable manner, it is important that a formal review is completed annually, which promotes accountability and results in-line with Council priorities, and Corporate Strategic Goals.

Historically, CAO performance reviews have been completed informally. The last performance review that was completed was in 2021. Feedback was given to the CAO from the Mayor, reflecting Council's collective thoughts.

CURRENT SITUATION:

As there is currently no procedure or policy in place, a policy was created to reflect core competencies important to the role of a Chief Administrative Officer. The policy reflects the purpose and importance of performance reviews, an outlined approach and the duties of Council, Human Resources and the Chief Administrative Officer through a time lined process.

The annual performance review is part of an ongoing performance management process, by which Council and the CAO work together to plan, monitor and review the work objectives and overall contribution to the organization. The Human Resource Coordinator has implemented important elements and timelines that will guide the annual review process, which have been included in the CAO Performance Review Policy.

FINANCIAL IMPLICATIONS:

The CAO Performance Review process will be administered by the Township's Human Resource Coordinator, therefore there will be no costs directly associated with this process.

INTER-DEPARTMENTAL COMMENTS:

There were no inter-departmental comments for this process or report.

CONCLUSION:

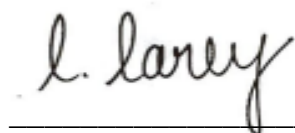
The CAO performance review is a valuable instrument to ensure the CAO is provided with accurate and appropriate feedback with the goals of enabling the achievement of corporate objectives, improving municipal performance and allowing for personal and professional development.

Staff recommends that Council approve the CAO Performance Review Policy, attached as **Schedule A** to this report.

ATTACHMENTS:

Schedule A – POL-ADMIN-04-2023 - CAO Performance Review Policy

Prepared & Submitted by:



Cassandra Carey,
Human Resource Coordinator

Approved by:



Bev Hendry,
CAO



Jessica Dyson,
Director of Legislative Services/Clerk