

Subject: Chief Administrative Officer Performance Review Policy**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2021-0134 – Chief Administrative Officer Performance Review Policy;

AND THAT Council approve the Chief Administrative Officer Performance Review Policy No. S600-XX and the associated CAO Performance Evaluation Review Form.

Background:

The Chief Administrative Officer is the sole employee of Council. Council relies on the CAO to be the link between themselves and municipal operations, to implement the municipality's policies and programs, to manage the municipal corporation and municipal staff in their absence and to help them achieve their strategic goals and objectives. Currently, the Town does not have a formal policy in place with respect to annual performance reviews for the CAO. Rather, the CAO has prepared an annual report outlining accomplishments and challenges as well as proposing goals for the following year, which are presented to Council in closed-session. Recognizing the need for a more formal evaluation process, Council passed a motion requesting Human Resources to prepare a policy and performance evaluation tool for their consideration in August.

Analysis:

Human Resources consulted multiple sources prior to undertaking the work and found the best formal evaluation tool is one endorsed by the Ontario Municipal Administrators' Association (OMAA). The CAO Employment Guidelines handbook provided on OMAA website was utilized to build foundational steps and core competencies to be measured and support the evaluation process. The policy identifies the responsibilities of the Mayor, Council, the CAO and Human Resources in the annual process, the basis for the performance review and the timeline for completion each year.

Financial Considerations:

There are no financial considerations with respect to implementing this policy. The only expenditure made on this file was the value of the Human Resources staff time.

Alternatives Reviewed:

Council could opt to continue utilizing the CAO's annual performance report as the sole means of evaluating their performance and determining salary adjustments.

Strategic Plan Relationship: Strong Organization

Implementing a formal performance review process with an evaluation tool will allow for additional clarity regarding the targets the CAO should strive towards. Regular performance reviews ensure that the Chief Administrative Officer is provided with accurate and appropriate feedback with the goals of enabling the achievement of corporate objectives, improving municipal performance and allowing for the personal and professional development of the CAO.

Consultation:

Human Resources utilized the Ontario Municipal Administrators' Association Employment Guidelines handbook as a reference when preparing the policy and tool. Existing policies at other municipalities were also reviewed during the preparation of the attached policy.

Other Pertinent Reports/Attachments:

Appendix A – Chief Administrative Officer Performance Review Policy

Appendix B – Chief Administrative Officer Performance Review Form

Prepared and Submitted by:

Brianna Langohr, CHRL
Human Resources/Health and Safety Coordinator