



<b>Operating Procedure</b>	
Procedure Name:	<b>Chief Administrative Officer Performance Review</b>
Procedure Number:	XX
Creation Date:	January 11, 2024
Revision Date(s):	-

## **1. Purpose**

1.1. An annual performance review is an important part of the relationship between Council and the Chief Administrative Officer (CAO), and ultimately the success of the Town of Pelham. This procedure will guide the process of evaluating the CAO's performance to ensure a consistent approach each calendar year.

## **2. Evaluation Principals**

2.1. The approach to the CAO performance review should be in a positive manner with the broad objective of improving the organization and positively impacting the CAO, Council and Town staff.

2.2. All written and oral comments regarding the performance review of the CAO are strictly confidential.

2.3. The evaluation should be conducted in an honest and fair manner. One should not permit feelings of personal likes or dislikes to enter the evaluation. All comments should be objectively based upon facts and events during the past reporting period.

2.4. All components of the evaluation such as comments and conclusions must be able to be substantiated if required.

2.5. The review process should be conducted in a manner that provides for and promotes open and honest dialogue.

2.6. The CAO should feel that they have been adequately included in the process.



### **3. Requirements**

3.1. A formal performance review must be completed by Council each calendar year before year-end, in partnership with People Services.

### **4. Operating Guidelines/ Best Practices**

4.1. The CAO will complete the Annual Performance Evaluation Template, summarizing the goals achieved and submit to Council prior to them completing their evaluation.

4.2. After reviewing the CAO's submission, each member of Council will assess the CAO's performance and complete the template separately. Individual templates must then be submitted to the Manager of People Services.

4.3. The Manager of People Services will compile Council's submissions and overall performance ratings into a final report.

4.4. Council will hold an in-camera meeting with the CAO to discuss their performance. Any additional comments will be captured by the Manager of People Services and be added to the final report. The final report will then be distributed to Council.

4.5. The Mayor will meet with the CAO prior to year-end to deliver the final report, discuss performance goals for the following year, and award any compensation enhancements, if applicable.