

To: Warden and Members of County Council

From: Director of Human Resources

Chief Administrative Officer (CAO) Performance Evaluation Policy

RECOMMENDATION

1. That Policy 5.49 be approved as presented in Attachment No.1 to Report No. HR 2023-05 entitled “Chief Administrative Officer (CAO) Performance Evaluation”, effective May 10, 2023.

REPORT HIGHLIGHTS

- The purpose of this report is to present the proposed CAO Performance Evaluation Policy (Attachment 1).
- The proposed policy establishes the membership of the performance evaluation committee, the goal and objective setting process to be undertaken following the hiring of a CAO, and the annual performance evaluation process.

Implementation Points

Following approval of this policy, the Director of Human Resources will work with the Warden to implement the policy, specifically establishing the Performance Evaluation Committee and setting year one goals and objectives and professional development needs with new CAO, as detailed in the policy.







Financial Impact

The recommendation contained in this report has no financial impact.

Communications

There are no communication considerations in this report, beyond what is already outlined in the policy.

Strategic Plan (2020-2022)

					
<i>WORKS WELL TOGETHER</i>	<i>WELL CONNECTED</i>	<i>SHAPES THE FUTURE</i>	<i>INFORMS & ENGAGES</i>	<i>PERFORMS & DELIVERS</i>	<i>POSITIVE IMPACT</i>
					6.i.

DISCUSSION

Background

While performance management should be an ongoing process and not simply an annual event, it is best practice to complete an annual review of the CAO’s performance to ensure continued alignment, understanding and delivery expectations of County Council. With the recent permanent appointment of a CAO, it is timely to introduce a new corporate policy ensuring this process occurs on a regular basis.

Comments

The policy proposes that a Performance Evaluation Committee is established consisting of the Warden, Deputy Warden, and one additional member of County Council who will be appointed by the Warden on an annual basis. While the Committee will be responsible for facilitating the evaluation with the CAO, input from all of Members of Council will be requested regarding performance during each applicable review period, as well as input on the development of goals and objectives.

The proposed policy outlines an initial goal and objective setting and professional development planning process to be undertaken as soon as possible following the hiring of a new CAO. The policy also outlines the process to be followed on an annual basis regarding evaluation of the CAO’s performance over the previous year.

Including these procedures in a corporate policy will ensure that the appropriate processes are followed after the hiring of any new CAO and on an annual basis thereafter.

Conclusions

Setting annual goals and objectives, documenting professional development needs, and evaluating the performance of the CAO is a best practice and provides a foundation for regular dialogue regarding Council’s expectations. The addition of this proposed policy will ensure a formal process is in place to ensure these events occur on a regular and reoccurring cycle, in addition to the ongoing dialogue that happens between CAO and Council on a day to day basis.

SIGNATURES

Departmental Approval:

Amy Smith
Director of Human Resources

Approved for submission:

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENT

Attachment 1 Chief Administrative Officer (CAO) Performance Evaluation Policy