



Date: Wednesday, February 01, 2023

From: Crystal Gunn, Human Resources Manager

Subject: **CAO Performance Review Policy Revisions**

Report: HR2023-001

Recommendation

Whereas Council of the Township of Georgian Bluffs adopted an Annual CAO Performance Policy in March of 2020; and

Whereas since the adoption of said policy, staff have identified areas for revision that may increase its efficiency;

Now therefore, be it resolved that Council hereby directs staff to amend the CAO Annual Performance Review Policy as follows:

That the performance review process be revised so that it occurs in June, instead of November of each year; and

That the 360-Degree Assessment provision be amended so that it is held in the Spring instead of the fall of Council's second year of term; and

That Council review the RFP for consulting services to conduct the 360-Degree Assessment; and

That the months of November and December be dedicated to focus on goal setting for the upcoming year in conjunction with the budget process.

Analysis

The Chief Administrative Officer (CAO) is the only direct report of Council. Like other Township employees, performance reviews must be done with the CAO. The formal performance review is to be done annually but with continual discussion throughout the year to manage expectations.

In preparation of the CAO's annual review, changes are being recommended to the current CAO Annual Performance Review Policy prior to this year's review. Suggested revisions for the above noted policy are included as **Appendix A** for consideration of Council.

Suggested changes include:

- Moving the Performance Review process to June instead of November.
- Switching the 360-Degree Assessment to be held in the Spring instead of the Fall.
- That Council review the RFP for consulting services to conduct the 360-Degree Assessment.
- November and December will focus on setting goals for the upcoming year in conjunction with the budget process.

By moving the review from November to June, this gives new Council members, specifically in an election year, a few months to get to know the CAO performing holding a review meeting.

Staff are looking for direction to proceed with the suggested changes in the CAO Annual Performance Review Policy.

Financial Impact

There are no financial implications.

Strategic Priorities

Approval of the recommendation as included in this report achieves the 1st and 5th Strategic Goal, to Deliver Effective and Cost-Efficient Services, as defined in the 2020-2024 Strategic Plan:

1.2 Monitor implementation of strategic plan and assist departments with implementation of their strategic priorities.

5.4 Ensure proper distribution of workload and retention of staff

Respectfully Submitted:

Crystal Gunn, Human Resources Manager

Appendix A – CAO Performance Review Policy - revised January 2023