



Staff Report to Striking Committee

Title: CAO Performance Evaluation (May 2024 Update)

From: Jenn Robinson, Director of Human Resources

Date: May 2, 2024

Staff Recommendation:

That the Striking Committee endorse the CAO Performance Evaluation Policy and recommend the policy to Council; and

That the Striking Committee recommend the 2024 Performance Review timeline to Council.

Report Summary:

The CAO Performance Evaluation Policy was presented to the Striking Committee at the March 21, 2024 meeting. During the meeting, the committee discussed revisions to the policy that would allow for flexibility in the timelines and performance evaluation meeting participants.

Background:

The Policy has been updated to include feedback from the Striking Committee. The following sections of the policy were revised:

- Step 2: Annual Performance Evaluation Preparation - revised language to allow for flexible timelines and participation of the Warden and/or Outgoing Warden in the performance evaluation meeting. Included language that the Striking Committee will confirm annual timeline by the second Council meeting in June.
- Step 3: Performance Evaluation Meeting - aligned language regarding participants of the performance evaluation meeting
- Step 4: Development of Performance Goals and Development Objectives - adjusted the completion timeline of the performance evaluation to be by the end of Q1.
- Schedule A: Sample Annual Performance Evaluation Schedule - revised to a sample schedule with an additional deliverable of confirming the annual performance evaluation timeline.

With 2024 being an introductory year for the CAO performance evaluation process, it is suggested that a preliminary performance evaluation is completed in Q2. The preliminary evaluation would gather Council feedback specific to the core review elements and reflection sections of the performance evaluation. The feedback will be important to set an introductory baseline. A goal setting and development objective exercise will also be part of the preliminary process, which will create measurable goals/objectives for the 2024 final performance evaluation to be based on.

The following is the suggested timeline for the 2024 CAO Performance Evaluation Process:

- Council review/approve CAO Performance Evaluation policy and 2024 CAO Performance Evaluation process at the Council meeting on May 16, 2024
- Director - Human Resources to develop and circulate council feedback survey specific to core review elements and reflection sections of the performance evaluation - Q2
- Striking Committee collate council feedback on core review elements and reflection - Q2
- Warden meets with CAO to discuss the preliminary performance evaluation. Warden and CAO formulate performance goals and development objectives for 2024 which will be the basis for the final year end 2024 review - Q2
- Striking Committee meet to approve the annual performance goals and development objectives - Q2
- Communicate CAO performance goals and development objectives to Council - Q2
- Complete the process and timeline as outlined within the CAO Performance Evaluation Policy beginning in Q4 for the final 2024 Performance Evaluation

Financial/Staffing/Legal/IT Considerations:

There are no additional costs associated with the CAO Performance Evaluation Process.

Interdepartmental Consultation:

The Office of the CAO has been consulted in developing the Performance Evaluation Process.

Link to Strategic Goals and Objectives:

Culture and Capacity - Ensure a positive, inclusive and accountable work culture

Link to Departmental Plan Goals and Objectives, if any:

Report Author:

Jenn Robinson - Director, Human Resources

Departmental Approval:

Approved for Submission:

Sean Morphy, Deputy Chief Administrative Officer