



Staff Report to Council - for Direction

Title: CAO Performance Evaluation Policy 2025 Update

From: Jenn Robinson, Director of Human Resources

Date: March 20, 2025

Report Number: HR-2025-005

Staff Recommendation:

That Council approve the update to the CAO Performance Evaluation Policy.

Report Summary:

Council approved the CAO Performance Evaluation Policy on May 16, 2024. A policy update is recommended to streamline the approval of the CAO's annual performance goals and development objectives, to formalize the participants of the CAO performance evaluation meeting and to provide a contingency timeline as outlined in Appendix A (election year).

On March 6, 2025, the Striking Committee endorsed the policy update and confirmed the 2025 performance review timeline consistent with the sample timeline provided in Appendix A.

Background/Analysis:

The policy has been updated as follows:

Step 2:

- Addition of language indicating the Warden and outgoing Warden will deliver the performance evaluation meeting, removing the requirement for the Striking Committee to annually determine participation. In the event the outgoing Warden is unavailable, the last serving Warden will participate in the performance evaluation meeting.

Step 4

- Delegate the meeting participants to approve the performance goals and development objectives of the CAO during the CAO performance evaluation meeting, removing the requirement for the Striking Committee to meet to approve the document before circulating to Council

Appendix A

- Provided a sample timeline for election years

Financial/Staffing/Legal/IT Considerations:

There are no financial considerations.

Interdepartmental Consultation:

The Striking Committee has been consulted in developing the policy update.

Link to Strategic Goals and Objectives:

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

Culture and Capacity - Be an employer of choice

Departmental Approval:

Jenn Robinson, Director - Human Resources

Approved for Submission:

Sean Morphy, Deputy Chief Administrative Officer

Attachments:

Attachment 1 - Policy D12 - CAO Performance Evaluation