



PORT COLBORNE

Subject: CAO Annual Review – Policy and Process

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2024-196

Meeting Date: November 12, 2024

Recommendation:

That Office of the Chief Administrative Officer Report 2024-196 be received; and

That Council approve the attached CAO Annual Performance Development Forms and process as outlined in the attached policy.

Purpose:

Council is responsible for conducting the annual performance review for the Chief Administrative Officer (CAO). Council requested that a formal policy be created, and that the CAO annual performance development review format be revised to a format similar to what has been implemented at the Niagara Region.

Background:

Each year as part of the CAO annual performance review process Council is asked to provide feedback on the CAO's performance over the prior year and to set goals for the upcoming year.

Council expressed an interest in using a different evaluation tool for the annual performance development review process and for a formal policy regarding the annual process for the CAO performance development review.

Council expressed a desire to implement a process similar to the one used by Niagara Region.

Discussion:

At the direction of Council, Staff contacted the Director of Human Resources for Niagara Region and requested a copy of their policy and documents for the CAO annual review process. Staff modified the policy and documents for the City and have attached them to this report for Council's consideration and approval.

Staff recommend that as part of the annual review process that feedback from the CAO's direct reports still be solicited. This recommendation is reflected in the attached policy. The Chief Human Resources Officer (CHRO) will compile the information and share it with Council prior to their discussions regarding the CAO's performance in the fall of each year.

In addition, staff recommend that Council and the CAO meet mid year to discuss the CAO's progress towards his goals and to have a mid-year conversation regarding the CAO's performance during the first half of the year. This is reflected in the attached policy.

Internal Consultations:

No internal consultation was required.

Financial Implications:

There are no financial implications.

Public Engagement:

No public engagement was required.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Environment and Climate Change
 - Welcoming, Livable, Healthy Community
 - Economic Prosperity
 - Increased Housing Options
 - Sustainable and Resilient Infrastructure
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Conclusion:

Staff recommend that Council approve the attached CAO Appraisal Document, CAO Goals and Development Plan, CAO Direct Report Feedback Form, and the CAO appraisal process as outlined in the attached policy.

Staff additionally recommend that Council conduct a mid-year check in with the CAO in June during a closed meeting to discuss his overall performance for the year to date and their expectations for the remainder of the year.

Appendices:

- a. CAP – 17 – Annual CAO Performance Review
- b. CAO Goals and Development Plan
- c. CAO Direct Report Feedback Form
- d. CAO Self Assessment Form
- e. CAO Performance Appraisal Document

Respectfully submitted,

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Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.