



## Staff Report HR2020-014

**Title of Report:** HR2020-014 – CAO Review Timelines  
**Department:** Human Resources  
**Council Date:** October 21, 2020

**Recommendation:**

**Be it resolved that** Council receive staff report HR2020-014 for information; and  
**That** Council direct staff to proceed with proposed timelines for the CAO Performance Review for 2020 and future years; and  
**That** Council direct staff to proceed with requesting feedback from all Department Heads for 2020 and all CAO Performance Reviews in future years.

**Background:**

The following motion was passed at the October 2, 2019 Regular Meeting of Council:

CL2019-032 2019 CAO Performance Review Process  
 No. 2019-611

**Moved By Deputy Mayor Milne**  
**Seconded By Councillor Shipston**

**Be it resolved that** Council receive Staff Report CL2019-032 for information; and  
**That** Council proceed with the timelines for the 2019 CAO Performance Review as indicated in this report; and  
**That** Council proceed with requesting feedback from all Department Heads for the 2019 CAO Performance Review. **Carried**

**Staff Comments:**

The 2019 CAO Review timelines were passed and it was agreed that all Department Heads would provide feedback. This report proposes that moving forward staff and Council use the timelines listed below for 2020 and for future years moving forward to eliminate the need to approve new timelines each year. This report also recommends requesting feedback from all Department Heads for 2020 and for future years moving forward.

Step	Details	Proposed Due Dates
<b>Step 1</b>	HR Coordinator to provide Members of Council and all Department Heads with the Performance Appraisal Forms necessary to complete the review and most recent CAO Operations Plan.	October 31
<b>Step 2</b>	The completed forms from both Council and Staff are to be submitted to the HR Coordinator in a sealed envelope.	November 15

<b>Step 3</b>	HR Coordinator to develop a spreadsheet for Council to review. All comments from members of Council and the ratings will be included, with initials beside the individual member's comments. Staff comments will also be included, but not identified.	November 30
<b>Step 4</b>	Members of Council, the Clerk and HR Coordinator will meet at the next available Council meeting to discuss the submissions in closed session.	December 7
<b>Step 5</b>	HR Coordinator will provide the CAO with a copy of the completed spreadsheet for review by the end of the week that Council has had its review meeting.	December 9
<b>Step 6</b>	CAO to provide HR Coordinator all feedback and comments on the submissions.	December 20
<b>Step 7</b>	HR Coordinator to incorporate CAO feedback and comments in the spreadsheet and include as an attachment in a report to Council for discussion in closed session at the next regular Council meeting.	January 15
<b>Step 8</b>	CAO to establish goals for discussion in closed session at the first meeting of Council in February.	February 15

**Financial Implications:**

There are no financial implications associated with this report.

**Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

**Concluding Comments:**

1. That Council receive staff report HR2020-014 as information.
2. That Council direct staff to proceed with proposed timelines for the CAO Performance Review for 2020 and future years.
3. That Council direct staff to proceed with requesting feedback from all Department Heads for 2020 and all CAO Performance Reviews in future years.

Respectfully Submitted,

**HR Approval:** Original Signed By  
Kayla Best, HR Coordinator

**Clerk Approval:** Original Signed By  
Lindsey Green, Clerk

**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachments:**