



Staff Report HR2022-001

Title of Report: HR2022-001 – CAO Review
Department: Human Resources
Council Date: January 17, 2022

Recommendation:

Be it resolved that Council receive staff report HR2022-001 for information; and

That Council discuss and direct staff as to the format of the CAO review for 2021-2022; and

That Council direct staff to include feedback from all Department Heads for the CAO Performance Review.

Background:

A performance review is completed on an annual basis for the CAO. The last CAO performance review was signed off as per the following motion:

Moved By Councillor Shipston **Seconded By** Councillor Dobreen

Be it resolved that Council receive Staff Report HR2020-021C for information; and

That all Members of Council be directed to sign off on the 2020 CAO Performance Review Form for the period of December 1, 2019 to November 30, 2020 by confirming via email to the HR Coordinator.

Carried 2020-635

Staff Comments:

In consultation with Mayor Woodbury, staff had delayed the CAO Performance Review for the period of December 1, 2020 to November 30, 2021.

Since this is the last performance review that will be completed for the current CAO, staff would like Council to give direction as to the format that should be used for this last review. Staff want to ensure the review is meaningful and provides a path forward for the 2022 year. If Council feel the current format can accomplish this, then we will proceed with that format, however perhaps a different format that is more goal-oriented could be more beneficial, or it could be a combination of both.

Staff propose that the review, in whichever form it may take, finish no later than end of March 2022 in order to provide enough time to the CAO for direction and feedback for the 2022 year.

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 HR2022-001 as information.
2. That Council discuss and direct staff as to the format of the CAO review for 2021-2022.
3. That Council direct staff to include feedback from all Department Heads for the CAO Performance Review.

Respectfully Submitted,

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

Attachments: