



## **Staff Report CAO2024-006**

**Title of Report:** CAO2024-006- CAO Annual Performance Review Policy  
**Department:** Administration  
**Council Date:** April 17, 2024

### **Recommendation:**

**Be it resolved that** Council receive Staff Report CAO2024-006 for information; and

**That** Council approves the CAO Annual Performance Review Policy attached to this report.

### **Background:**

A primary function of Council is to ensure the effective management of the affairs of the Corporation of the Township of Southgate. The township's model of administration follows the Municipal Act in the establishment of the Chief Administrative Officer (CAO) position as the head of the administrative branch of the local government. The CAO is the only direct employee of Council who provide direction on the administration, plans, policies, and programs of the municipality.

A key responsibility of Council is ensuring the effective management of the affairs of the municipality through the position of the Chief Administrative Officer (CAO). The CAO role acts as the link between Council and municipal operations and is expected to facilitate the development, implementation and delivery of municipal programs and services in accordance with Council's direction. Being the sole position that Council is directly responsible for hiring, Council is also responsible for measuring the performance of the incumbent in the role.

### **Staff Comments:**

The CAO's performance should be assessed by Council on an annual basis. A policy or procedure does not currently exist that defines the CAO performance review process. In order to ensure that the CAO's performance is measured in a consistent and equitable manner and promotes accountability and results in-line with Council priorities, staff developed the attached CAO Performance Review Policy. Developing the CAO Performance Review Policy and supporting documentation included the review and utilization of the Canadian Association of Municipal Administrators (CAMA) CAO Performance Review Toolkit, other municipal processes, in addition to consultation with other CAO's and members of Council.

As the CAO position is the only position that Council is directly responsible for hiring, Council is subsequently responsible for setting expectations of the role, measuring performance and providing performance related feedback. As described in the attached Performance Review Policy, a structured process provides a

mechanism to set clear objectives of the CAO, enables on-going feedback on the CAO's performance, supports open communication between members of Council and the CAO and serves as a basis for compensation adjustments. Additionally, a formal, structured performance review process provides a tool to measure the effect of the CAO's leadership and decision-making, and the achievement of mutually agreed upon goals aligned with Council's priorities. This promotes effective governance, accountability to Council and the public and highlights opportunities for continuous improvement and success.

**Financial Implications:**

There are no additional costs associated with the CAO Performance review process, unless council engages a consultant.

**Communications & Strategic Plan Impact:**

**Priority: Operational Excellence**

**Goal: Goal 10: Position Southgate as a leading small, rural municipal employer**

**Action Item: 10c) Encourage culture of excellence throughout the Township through education and continuous improvement initiatives**

Respectfully Submitted,

**CAO Approval:** *Original Signed By*  
Dina Lundy, CAO

**Attachments:**

CAO Annual Performance Review Policy