

Recommendation:

That the Clerk's Office-2022-14 report, dated September 6, 2022, regarding the process for the 2022 CAO Performance Review be received; and
That the plan outlined in the report be approved; and
That a Special Closed Meeting be scheduled before the end of the term of Council.

Overview:

At the last Committee of the Whole, discussion was had regarding the possibility of conducting a performance review for the CAO prior to the end of the term of Council. This is a best practice as set out in the Service Delivery and Organizational review and from experts in the municipal field (Article from George Cuff, Municipal World, [Part 1](#) and [Part 2](#)). As the Township has not completed performance reviews for the CAO in many years, staff have reviewed best practices and formats for CAO reviews.

In the research, there is a [best practice of completing a 360 review](#) for CAOs. A 360 review is a process that allows employees and stakeholders from all levels of the organization the opportunity to provide feedback on the CAO's performance which is then incorporated into the review process. Further to the 360 review process, a survey for Council members has been created. This survey will allow Council members to provide individual comments on performance and provide the framework for the formal review.

Conclusion:

As a review of the CAO's performance has not yet been completed by this Council, it is recommended that time be taken to complete this task prior to the end of the term. Staff are recommending that a 360 be incorporated into the review process and circulated to staff to enhance the traditional performance review process.

Financial Impact:

There is no financial impact from this report.

Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.

Report Approval Details

Document Title:	Process for 2022 CAO Performance Review.docx
Attachments:	- Performance Review - Townshop CAO.docx
Final Approval Date:	Aug 31, 2022

This report and all of its attachments were approved and signed as outlined below:

Elana Arthurs