

Recommendation:

That the report to Council, dated September 5, 2023 from Mayor Watson be received and that Council authorize the Acting Clerk to work with the Mayor to undertake a 2023 CAO performance review.

Overview:

It has been roughly one year since an annual performance review has been completed for our CAO. Given that the CAO is the only employee that is accountable to Council, it is important that an annual review is undertaken to identify any performance issues before they become problematic. Regular performance evaluations promote a high-performing organization. Further, it gives rise to a conversation to support the CAO's goals and career objectives.

Last year the Acting Clerk assisted with the process of creating a 360-degree survey and analysis. While a 360-degree process is useful, a stakeholder survey may be more efficient. Council will also have an opportunity to provide feedback. The Acting Clerk has once again offered to assist with the process.

The process last year was effective with the Acting Clerk's assistance. The Acting Clerk prepared the survey and solicited responses. Responses were then compiled and reviewed by Council. A subsequent performance review meeting was held with Council and the CAO to review and discuss.

Conclusion:

The CAO's annual performance review is due. The Acting Clerk has offered to assist with collecting feedback on the CAO's performance.