



FORTFRANCES
BOUNDLESS

**CHIEF ADMINISTRATIVE OFFICER
PERFORMANCE APPRAISAL**

**ADMINISTRATIVE
REPORT**

Date: 2022-02-14
From: Alyssa Hansma, Human Resources Manager
To: Committee of the Whole
File Number: [STATUS]

1. ISSUE

On January 24, 2022, Council passed a resolution that Council review the process of the Chief Administrative Officer (CAO) performance appraisal with the support of the Human Resources Manager.

2. OPTIONS & ALTERNATIVES

- (1) Council selection of two to three of its members, with support of the Human Resources Manager, to review the process of the CAO Performance Appraisal.
- (2) Deny the request.

3. ADMINISTRATIVE RECOMMENDATION

RECOMMENDED THAT Council selects the following members for the purpose of reviewing the process of the CAO Performance Appraisal being:

- 1.
- 2.
- 3.

4. ANALYSIS

Having reviewed different formats for such reviews and giving consideration to the Municipal Act regarding open meeting requirements and processes followed by other municipalities, staff brings forward this report to establish a two to three member group made of Council members, supported by the Human Resources Manager, to review the CAO Performance Appraisal Process.

5. CONSULTATION

- Municipal Clerk, Gabrielle Lecuyer, Re: requirements under the Municipal Act regarding open meetings.