

ADMINISTRATIVE REPORT

Subject: Chief Administrative Officer Performance Appraisal
Date: 2022-05-09
To: Committee of the Whole
From: Alysha Hansma, Human Resources Manager



ISSUE

Review and development of a process for the Chief Administrative Officer (CAO) Performance Appraisal.

ADMINISTRATIVE RECOMMENDATION

It is the recommendation of Administration:

THAT Council of the Town of Fort Frances agree with the recommendation of Administration to implement the Chief Administrative Officer Performance Appraisal Policy as drafted.

STRATEGIC IMPACT

Objective 9. Create Positive Workforce Culture: The implementation of this policy will assist in creating a more structured process to ensure that a key position has appropriate training plans and targeted professional development plans.

OPTIONS & ALTERNATIVES

N/A

HISTORY

On February 14, 2022, Council agreed with the recommendation from the Human Resources manager to select three members of council for the purpose of reviewing the process of the CAO Performance Appraisal, selecting Mayor Caul, Councillor McTaggart, and Councillor Brunetta.

ANALYSIS

Through the review process, the CAO Performance Appraisal Policy was drafted, as the Town recognizes the need to evaluate the performance of the CAO to ensure the ongoing success of the Town. The policy will ensure consistency in the CAO performance management process.

The CAO is accountable for their performance and entitled to know what is expected of them, how they are performing, and what resources are available to improve their performance. The performance review process provides the vehicle to establish and maintain open dialogue between Council and the CAO for the purpose of providing feedback to improve personal and professional performance.

CHIEF ADMINISTRATIVE OFFICER PERFORMANCE APPRAISAL

CONSULTATION

- Mayor Caul, Councillor McTaggart, Councillor Brunetta, as members selected by Council for the purpose of reviewing the process of the CAO Performance Appraisal
- Municipal Clerk
- Other Ontario Municipalities
- Canadian Association of Municipal Administrators – CAO Performance Evaluation Toolkit

SUPPORTING DOCUMENTS

- (1) Chief Administrative Officer Performance Appraisal Policy

