

Type of Decision									
Meeting Date	Friday, October 16, 2015				Report Date	Thursday, October-01-15			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

Clerk/CAO Performance Appraisal Review - Report #16/10/15/1205

Subject:

1. Review and update to the Clerk/CAO performance appraisal document and process.
2. Copy of the newly updated employee PA document for your information.

RECOMMENDATION:

WHEREAS since 2012 staff and Council have participated in a modified 360 assessment for completion of an annual performance review for the Clerk/Chief Administrative Officer (CAO);

AND WHEREAS Council has participated in Governance training sessions through a series of videos by George Cuff and are quite impressed with Mr. Cuff's vision of the administration/governance relationship;

AND WHEREAS the Cuff organization has created a performance appraisal document for adaption by municipalities which focuses on the legislated responsibilities of the CAO as opposed to generalized leadership/management criteria;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to adopt the attached document as the new form for completion of the annual performance review for the CAO position;

AND FURTHER THAT the annual review for 2015 take place prior to the Council meeting of Friday, December 11 at 12:00 noon.

BACKGROUND/EXECUTIVE SUMMARY:

The current forms have been adapted from a formal 360 purchased in 2012. They are repetitive and their continued positive effect is questionable. In order to change the system somewhat a new form is being suggested using a template created by Cuff and Associates.

These new forms are simplified and more importantly focus on areas of responsibility specific to Chief Administrative Officers in Canada as opposed to general leadership and management

The resolution further sets a date for the PA for 2015. Once approved, copies of forms will be provided to staff to complete for council review and consideration as well as their own.

Options/Discussion:

Financial Considerations/Budget Impact:

None

Policy Impact:

Changes current policy with a new document.

Others Consulted:

Various on-line resources. Cuff & Associates draft document reformatted.

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

Melinda Reith