

Request for Decision United Townships of Head, Clara & Maria Council

Type of Decision									
Meeting Date	Tuesday, November 14, 2017				Report Date	Monday, November 6, 2017			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

CAO Performance Appraisal Process Review #14/11/17/1201

Subject:

CAO Performance Review

RECOMMENDATION:

Recommendation for performance evaluation process in a year with both council and staff changes over half way through.

WHEREAS the annual performance appraisal process by council of the clerk is due to be completed;

AND WHEREAS new members of Council are not yet in a position to effectively participate in this process simply due to the limited time they've been on Council;

THEREFORE BE IT RESOLVED THAT in order to have review completed that the remaining Council members and employees, complete the amended 360 process independently and anonymously to provide a base review for this year;

BACKGROUND/EXECUTIVE SUMMARY:

During a similar period of time in 2012, where there were challenges with the ongoing relationship between staff and individual council members, this more wide spread process was used to avoid bias.

Options/Discussion:

Options for the completion of Performance Appraisals are numerous.

As a brief history, Council arrived at the current process as a result of major amendments and challenges over the past 7-8 years.

- Until 2009 appraisals were completed by the Reeve only.
- In 2009 the system was changed so that two members of Council; normally the Reeve and one other Council member performed the evaluation upon recommendation of external consultants.
- In 2010 with a complete re-assessment of job descriptions, performance and grid review with Mr. Young and Councillor Aiston a formal PA was not completed.

- In 2011 due to the atmosphere which appeared not very conducive to objective appraisal a 360 degree system was purchased and administered through the Delfi group. All employees and members of Council completed this PA.
- In 2012, due to the costs of the 360 and the above average rating obtained in 2011, as well as the improved work environment, Council agreed to simply modify the questions on the 360 and have all members of Council provide input – together but one on one.
- In 2013 - 2014 a similar process was followed.
- 2015 – completed with new Format – Cuff basis- Mayor Gibson was to bring a report to Council concerning merit/grid placement but this process was not completed.
- 2016 – Not completed – Mayor Gibson was to draft a report, discuss with Council and then the Clerk but it was not completed.
- 2017 – suggestion to go back to process of modified 360 so that each employee and member of Council complete a review independently and anonymously so that something is done for 2017

Financial Considerations/Budget Impact:

Policy Impact:

None, Council may make whatever amendments they so desire to the process and the techniques and tools utilized to complete the performance appraisal for the clerk.

Others Consulted:

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk

Melinda Reith