

**Office of the Regional Chair | Jim Bradley**

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**MEMORANDUM****CHR 5- 2020****To: Members of Regional Council****From: Jim Bradley, Regional Chair****Date: October 22, 2020****Subject: Acting Chief Administrative Officer (CAO) Performance Appraisal Process and Recruitment Next Steps**

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Councillors,

Pursuant to the process Regional Council approved on February 20, 2020, regarding the CAO performance management procedure (detailed in HR-01-2020), I want to remind Councillors of how we will conduct the Acting CAO's performance appraisal this year, and on a go-forward basis.

For further context, Council's approved CAO appraisal process was part of the Region's response to the recommendations found in the Ontario Ombudsman's *Inside Job* report.

In accordance with the Policy, the following is a high-level overview of the process we will be following:

Event	Timeline details
The Acting CAO will be provided with self-assessment documents for completion	To be completed by the Acting CAO by Dec. 17, 2020
Regional Councillors will be provided with a link to a performance evaluation survey	Link sent to Councillors Nov. 19; survey to be completed by Dec. 17, 2020
Chair to complete evaluation report (with provisional rating) using feedback from the evaluation survey	The confidential performance appraisal to be distributed to council during the Jan. 28, 2021 meeting.
Council to approve the evaluation report and final rating (note: any compensation adjustments to align with the	Special meeting of Council on Jan. 28, 2021

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Event	Timeline details
<i>Non-Union Compensation Policy and Salary Administration Procedure)</i>	

Based on this schedule, Councillors can expect to receive their CAO evaluation survey link on Nov. 19, 2020 and I respectfully request that it be completed by December 17, 2020. A special closed-session meeting of council will occur on January 28, 2021 to review and approve a final rating and performance appraisal.

### **The Acting CAO's Contract and Next Steps**

As you will recall, the Acting CAO has been operating under a series of consecutive contract extensions since Council approved his appointment in the acting capacity in December 2018. On March 26, 2020, due to the COVID-19 pandemic, Regional Council passed a motion delaying the hiring of a permanent CAO until such time that the pandemic had been appropriately resolved to allow Council to focus on the recruitment.

Given the status of the pandemic, accordingly the Acting CAO has continued to receive contract extensions. As this current contract will expire on October 31, 2020, the Acting CAO has received an additional three-month extension, set to expire on January 31, 2021. It is important to note that outside of the expiry date, there has been no modification of the terms of the Acting CAO's contract, including compensation or benefits, save and except his continued participation in the annual Non-Union Pay for Performance program.

During our special meeting of Regional Council on January 28, 2021, Councillors will consider a memorandum outlining options in regards to next steps in the CAO recruitment process. It is my hope that Regional Council will provide definitive direction in respect to hiring a CAO.

If you have any questions or concerns on the process we will be following please do not hesitate to reach out to me directly.

Respectfully submitted and signed by:

*ORIGINAL SIGNED BY*

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**Jim Bradley, Chair**  
Niagara Region