
MEMORANDUM

CHR 06-2024

Subject: Proposed Timelines for the Chief Administrative Officer's Performance Appraisal

Date: September 26, 2024

To: Regional Council

From: Jim Bradley, Regional Chair

As Council will recall, the responsibility to conduct the Chief Administrative Officer's annual performance appraisal (PA) is delegated to the Regional Chair (in consultation with Human Resources), as per the Chief Administrative Officer – Performance Management Procedure (C-HR-026-002) as well as the CAO's employment contract.

While there are no specific timelines set out in the performance management procedure or employment contract, best efforts have been made by my office to align the timing of this process to closely coincide with the employment anniversary of the CAO's contract (October of each year). Over time, it has been my observation that undertaking this process during the fourth quarter of the year is challenging for several reasons, the most prominent being that the focus of both Council and the CAO are appropriately placed on the annual budget process during that time. Additionally, in accordance with the employment contract, Council recently considered the renewal of the CAO's contract in March 2024 which has also had an impact on the timing of this year's PA.

It has been my experience that shoehorning this important PA process into Q4 serves as a potential disservice to both budget deliberations and Council's ability to provide their critical feedback to the CAO through this formal process. Moreover, the PA process requires an additional meeting to scheduled, which often proves challenging as Regional Council's schedule is tight due to budget deliberations.

Given the importance of the CAO's appraisal, it is my intention to shift the CAO's PA into early Q1 2025, with my suggested rating and report coming to the February Council meeting for your consideration. Making this shift in the timelines will allow Council and

the CAO the ability to give their undivided attention to the 2025 budget, while also creating a circumstance for CAO's PA to be a key priority in the new year.

As has been our practice previously, any change in the CAO's compensation will be retroactively backdated to the October anniversary date.

Respectfully submitted and signed by:

Regional Chair Jim Bradley