

SYNOPSIS

ANNUAL PERFORMANCE REVIEW CHIEF ADMINISTRATIVE OFFICER POLICY

The annual Chief Administrative Officer performance evaluation process is underway, and a review of the policy was completed to ensure conformity with the evaluation process.

The following updates are being recommended to the policy:

- Minor grammar corrections in the policy statement, purpose and policy sections highlighted in yellow;
- Minor reorganization of the paragraphs within the policy to improve the readability and create a more cohesive flow of information;
- Appendix 1, “Performance of Duties and Annual Performance Review”, used an excerpt from the previous CAO’s contract that was no longer applicable. The excerpt has been updated to reflect the applicable section of the current CAO’s contract.
- Policy moved to the new policy template as the policy was last reviewed in 2016.

MOTION:

That Council approve the amendments to the Annual Performance Review – Chief Administrative Officer Policy #10350-25.