



**Subject: CAO Performance Appraisal**

**Report Number:** MYR 22-03

Department: Office of the Mayor

Submitted by: Mayor Deb Gilvesy

Meeting Type: Council Meeting

Meeting Date: Monday, December 12, 2022

**RECOMMENDATION**

That a CAO Performance Appraisal Committee be formed consisting of Mayor Gilvesy,

Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_.

**BACKGROUND**

Council is required to provide an appraisal of the CAO on a yearly basis. The purpose of the committee is to create the appraisal document in conjunction with the CAO to be distributed to Council upon completion.

Council will be requested to complete and return the Appraisal form by a deadline established by the Committee. It is anticipated that the CAO appraisal should be complete by the 2<sup>nd</sup> meeting of Council in January (January 23, 2023) for Council approval.

**DISCUSSION**

**Role of Committee**

- Review the priorities as defined by Council in conjunction with the CAO
- Performance Review Evaluation Form January 1, 2022 – Dec. 31<sup>st</sup>, 2022
- Tabulate results and responses from individual Council members
- Prepare a supplement report highlighting the following;
  - Summary sheet illustrating a summary of Council input

- Recommendation to Council regarding goals and priorities
- Recommendation to Council regarding CAO compensation based on corporate-wide compensation implementation for 2023

### **CONSULTATION**

The Committee will work in conjunction with the CAO to develop the evaluation process as well as review the results with the CAO.

### **FINANCIAL IMPACT/FUNDING SOURCE**

Any increase in salary of the CAO is to be considered and included in the Business Plan and Budget for 2023.

### **CORPORATE GOALS**

How does this report support the corporate goals identified in the Community Strategic Plan?

- ☐ Lifestyle and amenities
- ☒ Customer service, communication and engagement
- ☐ Business attraction, retention and expansion
- ☐ Community growth
- ☐ Connectivity and transportation
- ☐ Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

**Goal** – The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives.

**Strategic Direction** – Enhance employee engagement and training as the foundation for exceptional customer service.

**Priority Project** – N/A