



Regional Board Report

Request for Decision

To: Regional Board

From: Corie Griffiths, Director of Corporate Services / Deputy CAO

Date: June 1, 2023

Subject: Chief Administrative Officer Performance Review and Salary Administration Policy

Voting Entitlement: *All Directors Unweighted Corporate Vote – Simple Majority (LGA s. 208)*

Purpose: To consider adoption of the Chief Administrative Officer Performance Review and Salary Administration Policy.

Executive Summary:

The RDCO adheres to the Chief Administrative Officer (CAO) single employee model of corporate structure. This model identifies the CAO as the Board's only employee.

To establish parameters of an effective performance review and salary administration process for the CAO, the Board Chair requested staff review Board Policy 8.10 CAO Performance Review and Goal Evaluation and the associated administrative process and provide recommendations to ensure a comprehensive process is put in place.

Staff were guided by an audit of RDCO past practice, Board requirements expressed in the recent CAO recruitment process, policies of similar organizations and best practice methods and resources such as those provided by the Canadian Association of Municipal Administrators (CAMA).

On April 20, 2023, staff presented the Board with a draft CAO Performance Review and Salary Administration Board Policy and related administrative process documents in a closed meeting for discussion. Following consideration by the Board in the closed meeting, the Board requested the policy be forwarded to an open meeting for adoption consideration.

The recommendation to adopt the new CAO Performance Review and Salary Administration Policy and rescind the current policy is provided for Board consideration

Recommendation(s):

THAT the Regional Board adopt BP15-2023 Chief Administrative Officer Performance Review and Salary Administration Policy as attached to the report from the Director of Corporate Services/Deputy Chief Administrative Officer dated June 01, 2023;

AND THAT Regional Board Policy 8.10 - Performance Review, Goal Evaluation and Development Plan Excluded Staff and Chief Administrative Officer be rescinded.

Respectfully submitted by: Jodie Reay, Manager Human Resources

Approved by:



Corie Griffiths, Director of Corporate Services / Deputy CAO

Attachment(s): 1. BP 15-2023 CAO Performance Review and Salary Administration Policy (DRAFT)
 2. BP 8.10 Performance Review, Goal Evaluation and Development Plan Excluded
 Staff and Chief Administrative Officer Policy (to be RESCINDED)
 3. BP 8.11 Excluded Salary Administration Policy

Strategic Plan Alignment:

Values: Good Governance, Transparency

Background:

The RDCO adheres to the Chief Administrative Officer single employee model of corporate structure. This model identifies the CAO as the Board's only employee. The process through which employees' performance is evaluated and compensated is integral to the RDCO's ability to attract, retain and engage talented employees and to continue to deliver quality public service into the future.

To establish parameters of an effective performance review and salary administration process for the CAO, the Board Chair requested staff review Board Policy 8.10 CAO Performance Review and Goal Evaluation and the associated administrative process and provide recommendations to ensure a comprehensive process is in place.

Staff were guided by an audit of RDCO past practice, Board requirements expressed in the current CAO recruitment process, policies of similar organizations and best practice methods and resources such as those provided by the Canadian Association of Municipal Administrators (CAMA).

On April 20, 2023, Staff brought forward to the Regional Board a draft CAO Performance Review and Salary Administration Board Policy and administrative process documents including:

- Current Board Policy 8.10 Performance Review, Goal Evaluation and Development Plan Excluded Staff and CAO
- Current Board Policy 8.11 Excluded Salary Administration Policy
- Proposed BP15-2023 CAO Performance Review and Salary Administration Policy

- Proposed HR-1-2023 CAO Performance Review and Salary Administration Process
- Proposed CAO Performance Review Form

At the April 20 closed meeting the Board conducted a review of the draft policy and administrative process and resolved:

THAT the Board receive a proposed Chief Administrative Officer Performance Review and Salary Administration policy as attached to the report from the Director of Corporate Services dated April 20, 2023;

AND THAT staff bring the Board policy BP15-2023 CAO Performance Review and Salary Administration Policy for Board consideration at an open regular meeting.

The draft Policy is being brought before the Board for adoption consideration. The policy and associated administrative process will guide the conduct of a confidential and comprehensive review of the CAO's performance by the Board on an annual basis.

Considerations:

Organizational/External:

The proposed Policy will improve the CAO Performance Review Process and result in goal setting and measuring of CAO performance on an annual basis.

Financial:

CAO Compensation may be impacted by the annual performance review.

Legal/Statutory Authority:

BP 8.11 – Excluded Salary Administration Policy covers excluded salary administration.

Alternate Recommendation:

The Board receives this report for information.
