



# Regional Board Report

## Information

**To:** Regional Board  
**From:** Corie Griffiths, Corporate Officer / Deputy CAO  
**Date:** February 19, 2026  
**Subject:** Chief Administrative Officer Performance Review Process

**Voting Entitlement:** *All Directors – Unweighted Corporate Vote – Simple Majority L.G.A. s. 208)*

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**Purpose:** To provide the Board with an overview of the Chief Administrative Officer performance review process as the initial step on the Board's assessment of the CAO's performance in 2025.

### Executive Summary:

The purpose of this report is to provide the Regional Board with an overview of the CAO Performance Review Process as a first step in the Board's assessment of the CAO's performance in 2025.

The Board's CAO Performance Review and Salary Administration Policy (BP15-2023) establishes the Chief Administrative Officer (CAO) as the Board's only employee. The policy requires that the CAO's performance is reviewed by the Board on an annual basis and ensures transparency, objectivity, supports accountability and an opportunity to provide constructive feedback.

Adopted in 2023, the policy establishes parameters of an effective performance review and salary administration process for the Chief Administrative Officer and incorporates best practices from widely used sources like the Canadian Association of Municipal Administrators (CAMA).

This report summarizes the CAO performance review process in preparation for the Board's assessment of the CAO's performance of 2025.

### Recommendation(s):

**THAT** the Regional Board receives the Chief Administrative Officer Performance Review process report from the Corporate Officer/Deputy CAO dated February 19, 2026 for information.

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Respectfully submitted by: Corie Griffiths Corporate Officer / Deputy CAO  
Approved for Agenda: Chair Wooldridge

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### Strategic Plan Alignment:

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|---------------------------|---|
| √ Emergency preparedness  | √ Truth and reconciliation                              |
| √ Health and wellness     | √ Environment and climate – Regional priority only      |
| √ Regional transportation | √ Growth and development – Electoral Area priority only |
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## **Background:**

The purpose of this report is to provide the Regional Board with an overview of the CAO Performance Review Process as a first step in the Board's assessment of the CAO's performance in 2025.

The performance review begins with expectations and direction set by the Board. At the Regional District, this includes the Board's Strategic Priorities, which articulate the key goals, services, and community needs the Board directs the organization's attention and resources on. From these priorities, the CAO develops actionable organizational goals.

At the end of the evaluation period, the formal annual performance evaluation and compensation review takes place. This ensures accountability of the CAO and gives the Board the opportunity to formally provide their feedback and recognize and acknowledge the CAO for their accomplishments when warranted.

The Associate Director of Human Resources, or their designate, is the staff liaison who facilitates the CAO performance review process commencing annually in February. The process is as follows:

- The Board Chair and CAO meet to set goals that support and action the Regional Board's Strategic Priorities for the evaluation period
- The Board Chair and CAO meet quarterly to review the goals and CAO's performance.
- Following the evaluation period, the CAO completes a self-evaluation
- The Regional Board review the CAO's evaluation and complete their own assessment and provide feedback
- The RDCO's senior leadership team provides their feedback
- The Board Chair and Associate Director of Human Resources summarize the feedback and average the ratings
- The Associate Director of HR recommends compensation using third party and local governments' comparable data to ensure comparable total rewards. The Board Chair will report and recommend these findings to the Regional Board
- The Regional Board reviews and approves the annual performance review and any changes to the CAO's annual compensation.

To conclude the process, the Chair then meets with the CAO to communicate the results of the annual performance review and any increases to the CAO's compensation.

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## **Considerations:**

Considerations not applicable:

Organizational/External:

Financial:

Legal/Statutory Authority:

Alternate Recommendation:

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## **Attachment(s):**

1. BP15-2023 - CAO Performance Review and Salary Administration Policy
2. CAO Performance Review Process ppt