

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: November 8, 2021
TO: Mayor and Council
FROM: Jacquie Johnstone, Director, Human Resources
SUBJECT: 2021 Annual CAO Performance Review

RECOMMENDATION

THAT Council receive for information the corporate report dated November 8, 2021 from the Director, Human Resources, titled "2021 Annual CAO Performance Review" outlining the review process for 2021.

EXECUTIVE SUMMARY

In accordance with Council Policy #126 – Chief Administrative Officer (CAO Annual Performance Review) attached as Appendix A, Mayor and Council are to conduct a formal performance review of the CAO on an annual basis. This review is to provide Council the opportunity to assess the CAO's performance for the prior year and to clarify goals and expectations for the upcoming year.

INTRODUCTION/BACKGROUND

In 2020, the CAO performance review process was reviewed by Council to include a 360-review process as part of the annual review and outside key stakeholder interviews every second year. Both elements were incorporated into the CAO's 2020 review and administered by Tekara Organizational Effectiveness Inc. (Tekara).

In 2021, the 360-review process will be administered again by Tekara and invitations are ready to be sent out by the CAO to the participants who include all Council, the CAO's direct reports, and six to eight skip-level staff. The 360 survey can start as early as November 15, 2021 and will be open for a two-week period. Each participant's data will be anonymous and confidential. As it was last year, the CAO will then be debriefed on the feedback and findings, followed by the Mayor and the Governance Committee Chair, who oversees the overall process. Council will then be debriefed at an in-camera session. All debriefings will be scheduled when the consultant is next available, which is the third week in January 2022.

Also, as part of the annual performance review process, the CAO will provide Mayor and Council with an update of his current year's workplan and personal assessment of his learning and development plans. This is to be presented by the CAO as a confidential report to Council prior to the formal performance review which will follow the consultant's debriefing in January 2022.

FINANCIAL IMPLICATIONS

The 360-review process will be at a cost of \$4,300.

CONCLUSION

The Annual CAO performance review process includes a 360-review process and a self-assessment by the CAO. Both elements of the 2021 review process can be commenced immediately and with a projected completion date of January 2022.

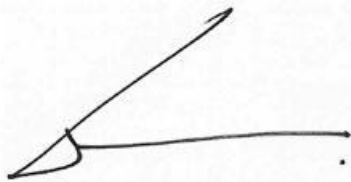
Respectfully submitted,



Jacquie Johnstone
Director of Human Resources

Comments from the Chief Administrative Officer

This corporate report is provided for information purposes.



Guillermo Ferrero
Chief Administrative Officer

Appendix A: Council Policy #126 - Chief Administrative Officer (CAO Annual Performance Review)