

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE: CHIEF ADMINISTRATIVE OFFICER (CAO)  
ANNUAL PERFORMANCE REVIEW**

**POLICY NUMBER: COUNCIL – 126**

<i>Date of Council Adoption:</i> March 7, 2011	<i>Date of Last Amendment:</i> January 28, 2019
<i>Council Resolution Number:</i> 2011-096, 2011-234, 2013-082, 2015-214, 2019-042	
<i>Originating Department:</i> Human Resources	<i>Date last reviewed by the Governance and Legislation Committee:</i> January 14, 2019

**Policy:**

1. Mayor and Council will conduct a formal performance review (review) of the Chief Administrative Officer (CAO) on an annual basis. The review will be completed no later than December 31 annually. During a provincially scheduled election year the review will be completed not less than 90 days prior to the date of the election. The review will provide Council the opportunity to assess the CAO's performance for the prior year and to clarify goals and expectations for the upcoming year.
2. As part of the review, Mayor and Council will ensure that the CAO is advised on areas needing improvement, where necessary, and that the CAO receives recognition for satisfactory or outstanding performance.
3. The performance review process will include Mayor and Council's assessment of the CAO's performance in meeting the annual goals of the City.
4. The annual goals are to be based on the corporate goals set by Mayor and Council for the year and may include the CAO's personal learning and development plans. Performance measurements are to be defined within Mayor and Council's goal setting process or defined through the corporate performance measurement process.
5. The CAO will provide a self-assessment on both the competencies and performance sections of the annual review process as a confidential report to Council prior to the formal performance review.
6. Mayor and Council will provide feedback to the CAO regarding their performance on an ongoing basis, pointing out strengths and areas requiring improvement. This information may be gathered through technological means and shared on an ongoing basis with the CAO and may be used as part of the review.

**Rationale:**

The CAO's Employment Agreement requires the annual evaluation of the employee's performance. Not only is it required by the CAO Employee Agreement, but such evaluation is important in order to maintain an effective Council and CAO relationship. As the Employer, Mayor and Council has an obligation to relate to the CAO their desire for him or her to focus on particular community needs, projects and priorities. These needs, projects and priorities are not an individual Council member's direction, but the agreed direction of Mayor and Council. As well, the Employer has the responsibility to clearly communicate to let the CAO know that his or her contributions are recognized and acknowledged.