

Chief Administrative Officer Recruitment, Selection and Performance Sub-committee Meeting Agenda



Monday, November 4, 2019 – 12:30 p.m.
Council Chambers, Guelph City Hall, 1 Carden Street

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Open Meeting

Disclosure of Pecuniary Interest and General Nature Thereof

CS-2019-97 **Chief Administrative Officer Performance Evaluation Process**

Recommendation:

That report CS-2019-97, titled Chief Administrative Officer Performance Evaluation Process and dated Monday, November 4, 2019, be received.

Adjournment

Staff Report



To **Chief Administrative Officer Recruitment, Selection and Performance Sub-committee**

Service Area Corporate Services

Date Monday, November 4, 2019

Subject **Chief Administrative Officer Performance Evaluation Process**

Report Number CS-2019-97

Recommendation

That report CS-2019-97, titled Chief Administrative Officer (CAO) Performance Evaluation Process and dated Monday, November 4, 2019, be received.

Executive Summary

Purpose of Report

To provide the Chief Administrative Officer Recruitment, Selection and Performance Sub-committee (the Sub-committee) with financial costing to consider using a consultant to oversee the Chief Administrative Officer (CAO) performance evaluation process.

Key Findings

On September 16, 2019, the Sub-committee directed staff to examine and report on the cost and value of retaining an external consultant for the purposes of supporting the performance evaluation of the CAO. The CAO performance evaluation process comprises four steps and a professional development plan including a 360-degree assessment.

Financial Implications

The financial impact to have a consultant oversee the CAO performance evaluation process is estimated at \$22,500 (plus HST). \$13,000 for the performance evaluation process and \$9,500 for the professional development, including a 360-degree assessment.

Report

By-law (2019)-20425 requires annually for the CAO to meet with Council to review and assess performance during the past year. The review will include discussion of salary, benefit provisions as well as setting objectives for the coming year.

On February 25, 2019, Council approved the creation of the Sub-Committee. The membership of the Sub-committee consists of the Committee of the Whole service areas chairs and the Mayor.

The mandate of the Sub-committee includes:

- monitoring and annually reviewing the performance of the CAO and making related recommendations to Council
- ensuring that the City of Guelph undertakes appropriate measures to recruit and recommend the selection of CAOs to Council when the CAO position becomes vacant
- directing the Deputy CAO, Corporate Services and/or General Manager, Human Resources in relation to the recruitment, selection and performance management of CAOs

Specific roles and responsibilities for the General Manager, Human Resources include:

- i. to assist the Mayor and the Sub-committee in guiding the CAO performance evaluation process.
- ii. providing advice to the Sub-committee as required.
- iii. attend Sub-committee meetings at the request of the Chair.
- iv. serve in the capacity of the City Clerk when the Committee makes recommendations to Council regarding CAO compensation.

On September 16, 2019, the Sub-committee directed staff to examine and report on the cost and value of retaining an external consultant for the purposes of supporting the performance evaluation of the CAO. The performance evaluation process consists of the following sections:

- Step 1 – Review of the CAO By-law;
- Step 2 – Development of performance objectives and reporting;
- Step 3 - Performance evaluation;
- Step 4 – Recommendation of salary adjustment; and
- Professional Development Plan, including a 360-degree assessment.

The consultant would oversee and guide the Sub-committee on Step 2, 3, 4 and the Professional Development Plan.

Financial Implications

The financial impact to have a consultant oversee the CAO performance evaluation process is estimated at \$22,500 (plus HST). \$13,000 for the performance evaluation process and \$9,500 for the professional development, including a 360-degree assessment.

Consultations

N/A

Strategic Plan Alignment

The amount of complexity municipalities face has increased due to economical, technological, and legislative changes. As a result, CAOs are met with increased expectations and have to play multiple roles inside and outside of the organization. CAO performance is highly connected to organizational performance. Supporting

the CAO's growth and development ensures they are able to deliver on strategic priorities and operational demands.

Attachments

N/A

Departmental Approval

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