



Staff Report

Administration – Human Resources

Report To: Council Meeting
Meeting Date: December 16, 2025
Report Number: ADM.25.078
Title: Follow-up Report - CAO Annual Performance Review Policy Update
Prepared by: Sarah Traynor, Manager of Human Resources

A. Recommendations

THAT Council receive Staff Report ADM.25.078, entitled “Follow-up Report - CAO Annual Performance Review Policy Update”;

AND THAT Council approve the new Corporate policy entitled “CAO Annual Performance Review, POL.COR.25.XX”, as attached to this report;

AND THAT Council repeal policy “CAO Annual Performance Review Process, POL.COR.18.09”.

B. Overview

Further to staff report [ADM.25.075 CAO Annual Performance Review Policy Update](#), included on the December 8, 2025 Committee of the Whole Agenda, this report seeks Council's approval for a new Chief Administrative Officer (CAO) Annual Performance Review Policy and its associated forms.

C. Background

At the December 8, 2025 Committee of the Whole Meeting, the Committee provided the following recommendation:

THAT Council receive Staff Report ADM.25.075, entitled “CAO Annual Performance Review Policy Update”;

AND THAT Council direct staff to revise the “CAO Annual Performance Review, POL.COR.25.XX”, as attached to this report to engage a third party to lead the review of the CAO, and to provide the revised policy to the December 16, 2025 Council Meeting, for enactment;

AND THAT Council repeal policy “CAO Annual Performance Review Process, POL.COR.18.09”, CARRIED.

D. Analysis

The CAO Annual Performance Review Policy outlines a structured process for setting objectives, providing ongoing feedback, and fostering open communication between Council and the CAO. It establishes a framework for evaluating leadership effectiveness, aligning goals with Council priorities, and informing compensation decisions. The revised draft also specifies that Council will engage an external consultant, experienced in performance evaluations and organizational assessments, to lead and facilitate the annual CAO performance review process.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents, and stakeholders.

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

F. Environmental Impacts

N/A

G. Financial Impacts

Additional costs will be incurred to engage an external consultant to assist Council with the CAO's annual performance review process. While the exact amount is not confirmed, preliminary estimates suggest approximately \$10,000 annually.

Any compensation adjustments resulting from the CAO's annual performance review will follow the Town's Non-Union Compensation Administration Policy and are included in the Town's annual budget process.

H. In Consultation With

Adam Smith, Chief Administrative Officer

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Sarah Traynor, Manager of Human Resources hr@thebluemountains.ca.

J. Attached

1. Draft POL.COR.25.XX CAO Annual Performance Review Policy - Revised
2. Appendix A CAO Performance Evaluation Form
3. Appendix B CAO Annual Goal Submission Form
4. Appendix C CAO-Council Complaint Resolution Process - Revised

Respectfully submitted,

Sarah Traynor
Manager of Human Resources

For more information, please contact:
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Report Approval Details

Document Title:	ADM.25.078 Followup Report - CAO Annual Performance Review Policy Update.docx
Attachments:	- Attachment-1-Draft-POL-COR-25-XXX-CAO-Annual-Performance-Review-Policy-Revised.pdf - Attachment-2-Appendix-A-CAO-Performance-Evaluation-Form-.pdf - Attachment-3-Appendix-B-CAO-Annual-Goal-Submission-Form-.pdf - Attachment-4-Appendix-C-CAO-Council-Complaint-Resolution-Process-Revised.pdf
Final Approval Date:	Dec 10, 2025

This report and all of its attachments were approved and signed as outlined below:

Sarah Traynor - Dec 10, 2025 - 9:52 AM

Adam Smith - Dec 10, 2025 - 11:17 AM