

## *Request for Decision     United Townships of Head, Clara & Maria Council*

Type of Decision									
Meeting Date	Friday, December 13, 2013				Report Date	Wednesday, December-11-13			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

# Performance Review/Evaluation Protocol #13/12/13/1205

### **Subject:**

Performance Review/Evaluation Protocol as per the request of Councillor Antler

### **RECOMMENDATION:**

**WHEREAS** the Clerk's Performance Appraisal is currently to be completed by all members of Council as a committee;

**AND WHEREAS** issue arose at the appraisal of December 5 which warranted some discussion;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to amend the current process by completing some pre-preparation as a group prior to meeting with the employee.

### **BACKGROUND/EXECUTIVE SUMMARY:**

This issue has been raised by Councillor Antler who had the following to say after the PA completed on December 5, 2013.

*"In reference to the performance review meeting we had last week... for future reviews of this nature, maybe it would be better served if we the council members hold a prior meeting to go over the information being presented, and then do a little editing if necessary. Also for performance review possibly we could summarize the rating into one sheet for presenting."*

### **Options/Discussion:**

Options for the completion of Performance Appraisals are numerous.

In order to make the current process effective, due to the working relationship between council members and the clerk (infrequent contact) consultation with colleagues, supervisors, employees, members of the public, other Council members, board members etc. should occur in order to obtain as much information as possible prior to the formal PA.

As a brief history, Council arrived at the current process as a result of major amendments and challenges over the past 4-5 years.

- Until 2009 appraisals were completed by the Reeve only.

- In 2009 the system was changed so that two members of Council; normally the Reeve and one other Council member performed the evaluation.
- In 2010 with a complete re-assessment of job descriptions, performance and grid review with Mr. Young and Councillor Aiston a formal PA was not completed.
- In 2011 due to the atmosphere which appeared not very conducive to objective appraisal a 360 degree system was purchased and administered through the Delfi group. All employees and members of Council completed this PA.
- In 2012, due to the costs of the 360 and the above average rating obtained in 2011, as well as the improved work environment, Council agreed to simply modify the questions on the 360 and have all members of Council provide input – together but one on one.
- In 2013 a similar process was followed.

### **Financial Considerations/Budget Impact:**

### **Policy Impact:**

None, Council may make whatever amendments they so desire to the process and the techniques and tools utilized to complete the performance appraisal for the clerk.

### **Others Consulted:**

Approved and Recommended by the Clerk
Melinda Reith, Municipal Clerk