

Full Authority
24 September 2015
Agenda Item: 12

General Manager's Review

Background

As per the minutes of the last Board meeting in June, the Board requested staff submit a report outlining a process for completing a proper General Manager's review as per the following Board motion.

FA Motion G 50/15

Moved By: Catherine Redden

Seconded By: John Taylor

To take the necessary steps to initiate a proper General Manager's review and that staff bring a report outlining a proper review process to the Board for the September meeting.

Initial steps have been undertaken to investigate the proper or most relevant performance evaluation process for a Conservation Authority to adopt and implement. In order to proceed, staff have identified five possible courses for the Board to determine which path best suits the CVCA initial direction.

The following are provided for the Board's consideration:

1. Hire a consultant – CVCA staff have sourced a small consulting firm which has had experience dealing with conservation authorities in Eastern Ontario.
2. Conservation Authority Assistance – Staff have requested assistance from Conservation Halton CAO Ken Phillips to help the CVCA develop the process and framework for the CVCA General Manager's performance review. Mr. Phillips has confirmed Halton human resources staff would be able to lead/assist the CVCA with our requirements later in the fall in a workshop type scenario.
3. Past example of evaluation – Adoption or modifications made based on staff experience and further internal investigation.
4. HR Downloads – CVCA has subscribed to service provided by HR Downloads. The company provides support, advice, training and documentation in the human resources field enabling organizations to develop policies, etc. at a lower cost.
5. Volunteer Board Member(s) Experience – Bob Ireland has recently offered expertise and support to myself to proceed with the development of a process. Bob and myself had scheduled a meeting to discuss moving forward, but due to circumstances, the meeting has been postponed.

A need has been identified to develop a process which will fit the requirements, circumstances and situation of the organization and its senior management. Once a process has been developed and implemented, management will be able to extrapolate this direction and utilize it going forward to apply to staff evaluations. This will ensure the Board, management and staff are in line with the overall goals and objectives of the organization.

Board Decision