



## Administrative Report

**To:** Warden MacDonald and Members of Essex County Council  
**From:** Kyla Pritiko, J.D., Director, Human Resources  
**Date:** Wednesday, November 5, 2025  
**Subject:** CAO Performance Appraisal Policy  
**Report #:** 2025-1105-HR-R12-KP

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### Purpose

The purpose of this report is to present County Council with the proposed CAO Performance Appraisal Policy for review and adoption.

### Background

In August of 2025, County Council directed Administration to prepare a Corporate Policy regarding CAO Performance Appraisals, to be brought before Council for adoption at a future meeting of County Council.

### Discussion

The CAO Performance Appraisal Policy ("**Policy**") establishes a formalized framework for the performance appraisal of the CAO in alignment with the County's Strategic Plan. The Policy outlines the key steps in the appraisal process and the responsibilities of the parties involved, with a view to ensuring accountability, promoting leadership development, and fostering open communication between County Council and the CAO.

Attached as **Appendix "A"** is the proposed Policy for County Council's review and adoption. Also included in **Appendices "B" and "C"** are the following related documents prepared by Vokes Leadership Group: CAO Performance Appraisal Form, and CAO Performance System Guide.

### **Financial Implications**

The total cost for the services provided by Vokes Leadership Group to support the development of the CAO Performance Appraisal Policy and related materials was \$10,750. This amount was funded through the 2024 County budget with levy dollars.

There are no additional financial impacts associated with the approval and implementation of the proposed Policy.

### **Consultations**

- Dr. Ted Vokes, Vokes Leadership Group

### **Strategic Plan Alignment**

<b>Working as Team Essex County</b>	<b>Growing as Leaders in Public Service Excellence</b>	<b>Building a Regional Powerhouse</b>
<input type="checkbox"/> Scaling Sustainable Services through Innovation  <input checked="" type="checkbox"/> Focusing “Team Essex County” for Results  <input type="checkbox"/> Advocating for Essex County’s Fair Share	<input checked="" type="checkbox"/> Being an Employer with Impact  <input type="checkbox"/> A Government Working for the People  <input checked="" type="checkbox"/> Promoting Transparency and Awareness	<input type="checkbox"/> Providing Reliable Infrastructure for Partners  <input type="checkbox"/> Supporting Dynamic and Thriving Communities Across the County  <input type="checkbox"/> Harmonizing Action for Growth  <input type="checkbox"/> Advancing Truth and Reconciliation

## Recommendation

That Essex County Council receive report number 2025-1105-HR-R12-KP, CAO Performance Appraisal Policy as information; and,

That Essex County Council approve and adopt the CAO Performance Appraisal Policy appended to this report.

## Approvals

Respectfully Submitted,

*Kyla Pritiko*

Kyla Pritiko, Director, Human Resources

Concurred With,

*Sandra Zwiers*

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
A	Proposed CAO Performance Appraisal Policy
B	CAO Performance Appraisal Form
C	CAO Performance Appraisal System Guide