Council Policy

Chief Administrative Officer Performance Evaluation

Date Approved by Council : August 25, 2020	Resolution No.: 385/20

Mayor: "Original Signed – Alanna Hnatiw"	County Commissioner: "Original Signed – Reegan McCullough"

1. Purpose

This policy recognizes the requirement for Council to evaluate the performance of its Chief Administrative Officer (CAO) and prescribes the frequency and process for the evaluation.

2. Revision History

Approval Date	Revision Number	Modification
2020/08/25	1.0	New Document

3. Persons/Areas Affected

Chief Administrative Officer
Council

4. Definitions

The following definitions and interpretations apply to this policy:

Administration means the County Commissioner or his delegates.

Council means the Council of Sturgeon County.

County means the Municipality of Sturgeon County.

County Commissioner means the Chief Administrative Officer (CAO) of Sturgeon County, and the terms may be used interchangeably.

Municipal Government Act or *MGA* means the Municipal Government Act, RSA 2000 c. M-26 as amended from time to time.

5. Policy Statement

5.1. Annually, Council shall undertake a performance evaluation of the CAO.

5.2. Council shall budget annually to retain services of a consultant to assist Council with the evaluation.

5.3. In accordance with the Governance and Council Services Committee Bylaw, that Committee shall approve the process for conducting the annual CAO performance evaluation.

5.4. A 360 degree of the CAO shall occur at least every three years but can be conducted more frequently if approved by the Governance and Council Services Committee or by Council.

5.5. Members of Administration shall assist Council in retaining services and provide other administrative support as required, ensuring the confidentiality of the process and the evaluation itself.

5.6. The annual evaluation will commence in January and be completed by March 31 of each year.

5.7. In accordance with section 205.1 of the *Municipal Government Act,* Council shall provide the CAO with an annual written performance evaluation of the results the CAO has achieved with respect to fulfilling the CAO's responsibilities under section 207 of the MGA.

5.8. In addition to the requirement of providing an annual written performance evaluation, Council may, at a Council, Committee of the Whole, or Governance and Council Services Committee meeting, discuss the written results of the performance evaluation with the CAO and provide an opportunity for the CAO to respond to the evaluation.

6. **Responsibilities**
   Council shall:

   - Budget sufficient funds annually to ensure that an annual CAO evaluation is completed.
   - Ensure the goals and objectives of the CAO and the organization are aligned with the County's strategic direction.
   - Recognize progress and achievements of the CAO through informal discussions throughout the year.
   - Provide the CAO with an annual written performance evaluation of the results the CAO has achieved with respect to fulfilling the CAO's responsibilities under section 207 of the MGA.

   The Governance and Council Services Committee shall:

   - Approve the process for conducting the annual CAO performance evaluation.

The CAO shall:

- Set challenging but achievable performance objectives based on the County's Strategic Plan and Corporate Business Plan.
- Complete a performance self-evaluation as part of the overall evaluation process.

Members of Administration other than the CAO shall:

- Assist Council in retaining services as required;

- Participate in 360 degree evaluations of the CAO in years that they are conducted; and

- Provide other administrative support as required, ensuring the confidentiality of the process and the evaluation itself.

7. Cross Reference
Municipal Government Act, sections 205.1 and 207