



GENERAL POLICY MANUAL

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Chief Administrative Officer (CAO) Annual Performance Evaluation

POLICY

The CAO Performance Evaluation is a documented evaluation of the CAO's achievements and actions over the previous year. It provides an opportunity to review performance on a regular basis and to set objectives for the future. It is best practice to undertake an annual review of the CAO's performance to ensure continued alignment, understanding and expectations of County Council.

The annual performance evaluation is part of an ongoing performance management process by which Council and the CAO work together to plan, monitor and review the work objectives and overall contribution to the organization. This is part of a continuous process of setting objectives, assessing progress and providing on-going feedback.

PROCEDURES

1.0 Performance Evaluation Committee

- 1.1 The Committee shall consist of the Warden, Deputy Warden and one other member of Council appointed annually by the Warden.

2.0 Goal and Objective Setting & Professional Development Plan – Year One

- 2.1 As soon as possible after the hiring of a CAO, the Performance Evaluation Committee will undertake the process of working with the CAO to set goals and objectives for the coming year, and discuss any required or requested professional development plans.
- 2.2 Input for the goal and objective setting will be sought from all County Council members through a comment submission process to be established through the Warden. The Warden will request each member of Council submit three goals and objectives for the CAO for the following year that they view as most important.
- 2.3 The final list of three to five goals and objectives will be determined by the Performance Evaluation Committee, in conjunction with the CAO, and take into consideration the input received from Council. The goals and objectives should be focused on "moving the County forward" and not deal with day to day business.
- 2.4 Upon completing the process of setting goals and objectives for the coming year, the Warden will advise Council of the final list.

3.0 Annual Performance Evaluation

- 3.1 On an annual basis that aligns with the CAO's start date, the Performance Evaluation Committee shall conduct a performance evaluation with the CAO.
- 3.2 The Warden will seek feedback from all Members of Council regarding the CAO's performance during the previous year, as well as input regarding goals and

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objectives for the coming year. The final evaluation document will be compiled from the input received.

3.3 The review will be conducted in confidence with the CAO by the Performance Evaluation Committee.

3.4 During each annual performance evaluation:

- New goals and objectives will be set for the following year based on the input received from Council, and in conjunction with the CAO.
- Professional development needs will be discussed and documented.

3.5 Upon completion of the review the Warden will advise County Council of the results for their information.

3.6 The Director of Human Resources will work with the Warden to facilitate the process in a timely manner on an annual basis. The Director of Human Resources will also work with the Warden to develop the performance evaluation documents and feedback submission process.

3.7 If performance expectations are being achieved, the CAO may be entitled to a salary increase in accordance with section 4.1.

3.8 If performance does not meet expectations, the Performance Evaluation Committee shall clearly outline to the CAO where performance improvements are expected and that another performance evaluation will be conducted in approximately 6 months time. If no improvement is demonstrated after the 6 month period, another performance evaluation will be completed in approximately 3 months time. If, after the third performance evaluation, the CAO is still unable to demonstrate improved performance, Council shall consider further action as necessary.

4.0 Salary Adjustments

4.1 Based on a positive performance evaluation, the CAO may be entitled to any salary adjustment based on the terms outlined in the CAO's employment contract, as applicable.

4.2 Annual cost of living adjustments are applied automatically in accordance with Council approval during each annual budget process.