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## CAO Performance Evaluation

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**Policy Number:** CP27/2026  
**Approval Date:** February 10, 2026  
**Supersedes Policy:** CP76/2023 – CAO Performance Evaluation;  
CD77/2023 – CAO Performance Evaluation Directive

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### SECTION A

#### 1.0 Policy Purpose

- 1.1 The purpose of this Policy is to provide a clear governance framework for the performance evaluation of the Chief Administrative Officer, supporting accountability, leadership excellence, and sustained alignment between Council direction and administrative execution.

#### 2.0 Definitions

- 2.1 “Bylaw” refers to the CAO Recruitment & Evaluation Committee Bylaw.
- 2.2 “Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of Morinville appointed pursuant to s.205(1) of the *Municipal Government Act*.
- 2.3 “Committee” means the Chief Administrative Officer Recruitment and Evaluation Committee, established under the CAO Recruitment & Evaluation Committee Bylaw.
- 2.4 “Council” means the Municipal Council of Morinville.
- 2.5 “Evaluation Period” means the period of time for which CAO performance is assessed, being April 1 to March 31.
- 2.6 “Performance Objectives” means Council-approved, written expectations established for the CAO for a defined evaluation period that articulate desired

outcomes, leadership priorities, and stewardship responsibilities aligned with Council direction and the Municipality's strategic plans.

### **3.0 Policy Statements**

3.1 Council is committed to a structured and meaningful Chief Administrative Officer evaluation process that supports accountability, performance excellence, and organizational success.

3.2 Central to this commitment is the expectation of regular, two-way feedback between Council and the CAO to promote clarity of expectations, timely course correction, and sustained alignment with Council's strategic direction.

### **4.0 Evaluation Objectives**

4.1 The CAO performance evaluation process shall:

4.1.1 Fulfill Council's legislated responsibility to provide an annual written evaluation of the CAO.

4.1.2 Focus on:

4.1.2.1 Strategic leadership and governance support

4.1.2.2 Organizational leadership and culture

4.1.2.3 Financial stewardship and risk management

4.1.2.4 Service delivery and organizational effectiveness

4.1.2.5 Council–Administration relations

4.1.2.6 Community and intergovernmental relations

4.1.3 Be objective, evidence-informed, and aligned with Council-approved priorities, plans, and policies.

4.1.4 Promote continuous improvement, accountability, and constructive Council–CAO relations.

4.1.5 Be fair, confidential, and consistent across Council terms, including election years.

### **5.0 Performance Review Cycle and Timelines**

5.1 The CAO performance evaluation shall be conducted annually for the evaluation period of April 1 to March 31.

- 5.2 The evaluation process shall be initiated as soon as practicable following the close of the evaluation period.
- 5.3 Once initiated, the evaluation process shall be completed within six weeks, or no later than May 31 annually.
- 5.4 The Committee shall hold an annual planning meeting prior to January 31 annually, wherein:
  - 5.4.1 The Committee shall determine the performance evaluation process and tools to be employed for the subsequent evaluation.
  - 5.4.2 Select the third-party service provider the Committee will engage with to support the process.
- 5.5 The Committee must, in consultation with the CAO, establish Performance Objectives for the subsequent evaluation period no later than June 15 annually.
  - 5.5.1 The Committee shall review objectives proposed by the CAO and recommend them with or without amendments to Council in Closed Session in accordance with applicable privacy legislation.
  - 5.5.2 Following Closed Session, Council shall pass a resolution in Open Session approving the CAO Performance Objectives as presented in Closed Session.
- 5.6 A minimum of one mandatory mid-year check-in shall be conducted during the evaluation year and shall be completed no later than October 31.
- 5.7 Additional check-ins may be conducted at the discretion of the Committee.

## **6.0 Confidentiality**

- 6.1 All materials, discussions, and records related to the CAO performance evaluation, except minutes approved by the Committee, are confidential and shall be handled in accordance with applicable legislation and Council policy.

## **7.0 Review and Continuous Improvement**

- 7.1 Following completion of each annual evaluation cycle, the Committee shall review the effectiveness of the evaluation process and recommend improvements to Council as appropriate.
- 7.2 Reviews of the performance evaluation process must take place prior to June 30 of each year.

## **8.0 Review Date**

8.1 For the purposes of ensuring that this Policy is revised for ongoing relevance and necessity, a review will occur prior to December 31, 2028. The Policy shall be brought forth and repassed in its present or an amended form, or rescinded.

8.2 This Policy shall remain in effect if the review date passes prior to Council review.

## **SECTION B**

### **1.0 Reference to other Policy and Legislation, as amended or replaced**

- 1.1 *Municipal Government Act, RSA 2000, Chapter M-26;*
- 1.2 *Access to Information Act, SA 2024, c. A-1.5;*
- 1.3 *Protection of Privacy Act, SA 2024, c. P-1.5;*
- 1.4 Chief Administrative Officer Bylaw;
- 1.5 CAO Recruitment and Evaluation Committee Bylaw;
- 1.6 CAO Performance Evaluation Directive

### **2.0 Persons Affected**

- 2.1 Chief Administrative Officer
- 2.2 Council and the Committee
- 2.3 Legislative Services and Human Resources

### **3.0 Review/Revision History and Author**

- 3.1 CD28/2026, January 2026; Office of CAO, Legislative Services, and Human Resources
- 3.2 CP122/2022 – April 26, 2022
- 3.3 CA93/2019 – April 9, 2019
- 3.4 March 2019 – Initial Draft; CAO Performance Evaluation Committee

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Original Signed

Simon Boersma  
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