

**TOWN OF MORNINVILLE
PROVINCE OF ALBERTA
CAO RECRUITMENT AND EVALUATION COMMITTEE
Bylaw 3/2026
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A BYLAW OF THE TOWN OF MORINVILLE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A COMMITTEE FOR THE PURPOSE OF RECRUITMENT AND EVALUATION OF THE CHIEF ADMINISTRATIVE OFFICER

WHEREAS, pursuant to section 145 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, (*MGA*), and amendments thereto, provides that Council may pass bylaws in relation to the establishment and functions of council committees and other bodies;

WHEREAS pursuant to section 205.1 of the *MGA*, Council must provide the CAO with an annual written performance evaluation with respect to fulfilling the CAO's responsibilities under section 207 of the *MGA*;

NOW THEREFORE, the Municipal Council of Morinville, Alberta, hereby enacts as follows:

1.0 BYLAW TITLE

- 1.1 This Bylaw shall be cited as the "CAO Recruitment and Evaluation Committee Bylaw".

2.0 DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- 2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto.
- 2.2 "CAO" means the Chief Administrative Officer of Morinville appointed pursuant to s. 205(1) of the *Act*.
- 2.3 "Chair" is the Mayor, who is designated as Chair.
- 2.4 "Committee" means the CAO Recruitment and Evaluation Committee, established by this Bylaw.
- 2.5 "Council" means the Municipal Council of Morinville.
- 2.6 "Member" means a person appointed as a Committee member under s. 5.1.2 of this Bylaw.
- 2.7 "Morinville" or "Municipality" means the Municipal Corporation of Morinville.

3.0 ESTABLISHMENT

- 3.1 The CAO Recruitment and Evaluation Committee is hereby established as a Committee of Council.

4.0 MANDATE

- 4.1 The Committee shall manage all matters pertaining to:
- 4.1.1 Recruitment of the CAO;
 - 4.1.2 Council and CAO relations; and
 - 4.1.3 CAO performance evaluation and management.

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4.2 All Committee work will be carried out in accordance with:

- 4.2.1 The Act and other statutory legislation and regulation.
- 4.2.2 The Chief Administrative Officer Bylaw.
- 4.2.3 CAO Performance Evaluation Policy.
- 4.2.4 CAO Recruitment Policy.

5.0 MEMBERSHIP

5.1 The Committee shall be comprised of Council members as follows:

- 5.1.1 The Mayor; and
- 5.1.2 Two members of Council, appointed annually.

6.0 ROLES AND RESPONSIBILITIES

6.1 The Committee

- 6.1.1 Conducts, makes recommendations and reports to Council on matters pertaining to:
 - 6.1.1.1 Process and required resources for CAO recruitment.
 - 6.1.1.2 Recruitment and selection of the CAO.
 - 6.1.1.3 Establishing annual performance objectives for the CAO.
 - 6.1.1.4 Annual CAO Performance Evaluation processes and outcomes.
 - 6.1.1.5 Interpersonal matters between the CAO and Council.
- 6.1.2 Consults with the CAO
 - 6.1.2.1 To develop an annual work plan.
 - 6.1.2.2 On the performance evaluation process
- 6.1.3 Selects the service provider for the Performance Evaluation process, which may include a third party.

6.2 The Chair of the Committee:

- 6.2.1 Call Committee meetings as required.
- 6.2.2 Set the Committee agenda.
- 6.2.3 Work with Legislative Services to ensure:
 - 6.2.3.1 The coordination of all Committee matters related to the CAO section of this Bylaw.
 - 6.2.3.2 The confidentiality of material distributed to the Committee and Council.
- 6.2.4 Present findings and recommendations to Council.

6.3 Council:

- 6.3.1 Considers the recommendations of the Committee in determining the CAO recruitment process and selection.
- 6.3.2 Represents the community and outlines what is expected of the CAO as leader of the Morinville Administration, including:
 - 6.3.2.1 Ensuring the goals and objectives of the CAO and the organization are aligned with the strategic direction of the municipality.

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- 6.3.2.2 Supporting the CAO and the organization to ensure they have the resources required to achieve Council's strategic priorities.
- 6.3.2.3 Appointing members of Council to the CAO Recruitment & Evaluation Committee.
- 6.3.2.4 Participate individually in the CAO performance evaluation using the approved evaluation tools.
- 6.3.2.5 Consider recommendations from the Committee.

6.4 The CAO:

- 6.4.1 Providing advice to the Committee on evaluation, as required.
- 6.4.2 Preparing objectives for the approval of Council for the coming evaluation period.
- 6.4.3 Provide relevant evidence of outcomes, organizational performance, and leadership effectiveness.
- 6.4.4 Attending meetings at the request of the Chair.

6.5 Legislative Services:

- 6.5.1 Providing support and meeting management, including agenda creation and minute-taking for the Committee, as required.

6.6 Human Resources:

- 6.6.1 Supports the recruitment of the CAO in the manner directed by Council.
- 6.6.2 Receives all final performance reviews and related documentation to include in the CAO's personnel file.

7.0 SEVERABILITY

- 7.1 If any Section or parts of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such section or parts shall be deemed to be severable, and all other Sections or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.

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COMING INTO FORCE

That Bylaw 17/2023 is hereby repealed.

This Bylaw shall come into full force and effect when it receives third reading and is duly signed.

READ a first time this 10 day of February, 2026.

READ a second time 10 day of February, 2026.

READ a third and finally passed the 10 day of February, 2026.

Original Signed

Simon Boersma
Mayor

Original Signed

Michelle Hay
Chief Administrative Officer