

Council Policy



CAO Performance Evaluation

Policy Number: CP76/2023
Approval Date: March 14, 2023
Supersedes Policy: CP122/2022

SECTION A

1.0 Policy Purpose

The Town of Morinville (the Town) recognizes the need to evaluate the performance of its Chief Administrative Officer (CAO) to ensure the ongoing success of the Town. The performance of the CAO will be monitored at a frequency as outlined in the *MGA* and by a method determined by Council.

2.0 Policy Statements

In an environment characterized by change due to the municipal election process, this policy will ensure consistency in CAO Performance Evaluation Directive over time. A key role of Council is to evaluate the performance of the CAO. To be effective, this evaluation needs to be carried out on a regular basis, and in a planned and thoughtful manner.

3.0 Responsibilities

3.1 The CAO

The CAO is responsible for their own performance and development within the context of the organization's business needs. More specifically, those responsibilities are:

- Set challenging but achievable performance objectives based on the strategic direction of the Town.
- Prioritize issues that concern the Town of Morinville in alignment with Council's strategic documents.

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Mayor

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CAO

- Evaluate and assess their progress and develop strategies to overcome obstacles.
- Deliver on their objectives and plans.

3.2 Council

Council represents the community and outlines what is expected of the CAO as leader of the Town Administration. More specifically, Council will:

- Ensure the goals and objectives of the CAO and the organization are aligned with the strategic direction of the Town.
- Support the CAO and the organization, so they get the resources they need to achieve success.
- Recognize the progress and achievements of the CAO through informal discussions, Mid-Year Check-In (optional) and/or Performance Evaluations.
- Review and approve any revisions to this policy.
- By motion of Council, appoint members to the Council & Administration Relations Committee.

3.3 Council & Administration Relations Committee

The Council & Administration Relations Committee (CARC), in accordance with the Council & Administration Relations Committee Bylaw, represents Council in the implementation of the CAO Evaluation process. CARC shall:

- Make recommendations to Council regarding the annual performance goals and performance results of the CAO.

3.4 Human Resources

Human Resources is the custodian of the process. Human Resources' responsibilities are to:

- Integrate related formal systems and procedures, like the CAO Performance Evaluation Directive and related processes and documents into the professional development and compensation processes.
- Provide assistance to Council, CARC and the CAO throughout the process.
- Monitor, evaluate, and improve the performance review processes on a regular basis.

4.0 **Expiry Date**

4.1 For the purpose of ensuring this Policy is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this policy expires on October 31, 2024.

4.2 This policy shall remain in effect if the expiry date passes prior to formal review.



Mayor



CAO

SECTION B

1.0 Reference to other Policy and Legislation

Municipal Government Act, RSA 2000, Chapter M-26
Chief Administrative Officer Bylaw
Council & Administration Relations Committee
CAO Performance Evaluation Directive

2.0 Persons Affected

CAO
Council
Council & Administration Relations Committee

3.0 Divisional/Departmental Responsibility

Administrative Services / Human Resource Services

4.0 Review/Revision History and Author

CP122/2022 – April 26, 2022
CA93/2019 – April 9, 2019
March 2019 – Initial Draft; CAO Performance Evaluation Committee



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Mayor



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Chief Administrative Officer