



# CAO PERFORMANCE EVALUATION COUNCIL PROCEDURE

GOV-040.1  
Effective Date:  
January 27, 2026

This Council Procedure falls under the CAO Performance Evaluation Council Policy GOV-040.

## OBJECTIVE

This Council Procedure establishes processes for evaluating the performance of the CAO, including participation, timeline, CAO goal setting, review meetings, and confidentiality.

## PROCEDURE

### PARTICIPATION

1. All members of Council will be given the opportunity to participate in the evaluation process. The Mayor is expected to lead the process.

### TIMELINE

2. Pursuant to section 18 ("Evaluation") of the CAO Bylaw, as amended, or any successor legislation, Council will conduct an annual performance evaluation.
3. Pursuant to section 19 ("Evaluation") of the CAO Bylaw, as amended, or any successor legislation, Council will also conduct a semi-annual assessment of the CAO's performance.
4. Council may determine the timing of these evaluations; however, the schedule must not exceed the timeline as set out in the Municipal Government Act, as amended, or any successor legislation.

### CAO GOAL SETTING

5. Prior to a performance evaluation, the CAO will work with Council to establish goals for the upcoming year. The goals and results will be reviewed as part of the performance evaluation for the following year.
6. The CAO's goals for the upcoming year will be recorded and made available to both CAO and Council.

## PRE-PERFORMANCE REVIEW MEETING

7. The CAO will complete a self-evaluation using the same evaluation package used by members of Council and will send a copy to the Mayor.
8. The Mayor may gather responses from various stakeholders such as the CAO's direct reports and others as selected by Council.
  - a. If stakeholder responses are used, the writer of the response must be kept confidential.
9. The Mayor will gather responses from members of Council.
10. Council as a whole will then discuss the results of the performance evaluation and identify successes and opportunities for improvement.
11. The Mayor will determine how to collate this information for presentation to the CAO in a coherent and consolidated manner.

## PERFORMANCE REVIEW MEETING

12. Pursuant to 18 ("Evaluation") of the CAO Bylaw, as amended, or any successor legislation, the Mayor, representing all of Council, will meet with the CAO to provide a formal written performance report.

## CONFIDENTIALITY

13. Results of the CAO performance evaluation will be reported to the CAO in confidence with due respect for privacy, fairness, and dignity.
14. The information provided in the evaluation is confidential. This requirement of confidentiality is confirmed in section 22 of the Access to Information Act, as amended, or any successor legislation.

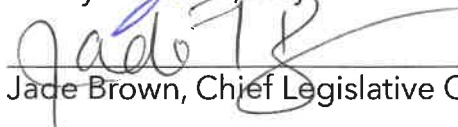
## COMPENSATION

15. Council may consider adjusting the CAO compensation during the evaluation process based on performance.

## APPROVAL

This Council Procedure is approved by:

  
Sandy Bowman, Mayor

  
Jade Brown, Chief Legislative Officer

Jan. 27, 2026  
Date

## APPENDICES

- Appendix A: CAO Performance Evaluation Guidelines
- Appendix B: CAO Performance Evaluation Package

## RELATED DOCUMENTS

- CAO Performance Evaluation Council Policy GOV-040

## SUPPORTING REFERENCES

Legal References:      Access to Information Act, SA 2024, c A-1.4  
                                 Chief Administrative Officer Bylaw No. 25/018  
                                 Municipal Government Act, RSA 2000, c M-26

## DETAILS AND REVISION HISTORY

Date	Action	Description
January 27, 2026	Introduction	New CAO Performance Evaluation Council Procedure GOV-040.1