



CAO PERFORMANCE EVALUATION COUNCIL POLICY

GOV-040

Effective Date:
January 27, 2026

POLICY STATEMENT

The Council of the Regional Municipality of Wood Buffalo will evaluate the performance of the Chief Administrative Officer ("CAO") annually.

GUIDING PRINCIPLES

1. The CAO is Council's direct employee. The CAO is responsible for leading Administration in the delivery of municipal services, projects, and initiatives across the region.
2. The performance evaluation of a CAO is a valuable tool for Council that underscores the importance Council places on its relationship with the CAO.
3. A thoughtful, planned, and consistent performance evaluation provides Council the opportunity to share feedback, clarify priorities and expectations, and ensure continuity within the role.
4. Through the performance evaluation, the CAO will be given the guidance, direction, and support required to effectively lead Administration.
5. Two evaluations will be conducted:
 - a. a formal written evaluation to be conducted annually, and
 - b. an informal mid-year assessment to be conducted six months later.
6. The performance evaluations of the CAO are mandated in section 205.1 of the Municipal Government Act and the CAO Bylaw No. 25/2018, as amended, or any successor legislation.
7. Council will select the method for evaluation of the CAO.
8. Evaluation of the CAO will not be carried out by Administration.

APPROVAL

This Council Policy is approved by:


Sandy Bowman, Mayor


Jade Brown, Chief Legislative Officer

January 27, 2026
Date

RELATED DOCUMENTS

- CAO Performance Evaluation Council Procedure GOV-040.1

SUPPORTING REFERENCES

Legal References: 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 Policy GOV-040