

CAO Annual Review Process	
Effective Date 2020-09-21	Approved by Council 2020-09-21

1.0 Purpose

To provide clear and concise direction on evaluating the performance of the CAO and can serve any or all of the following purposes:

- 1.1. To formally discuss the relationship between Council and the CAO;
- 1.2. To ensure that there is a clarity with regards to the position expectations of the CAO;
- 1.3. To provide an assessment of the performance of the role, responsibilities and authority as set out in legislation, Town policy and job description;
- 1.4. To set objectives and criteria for future evaluation.

2.0 Procedure

- 2.1. The CAO Annual Review schedule should begin in September.
- 2.2. All components of the review, including any salary adjustments will be completed by the end of October.
- 2.3. The CAO or designate prepares the CAO Review Workbook to be distributed to Council, including but not limited to an assessment template, hiring contract, job description and operating plan.
- 2.4. Council may designate a committee of Council members to lead the review.
- 2.5. The Executive Assistant will be available to assist Council with the review at the request of Council.
- 2.6. Each Council member completes the assessment template individually and forwards it to the Mayor, Committee or the Executive Assistant. Each Department Head and two randomly selected staff completes a staff assessment template and forwards it to the Mayor, Committee or the Executive Assistant. All templates will be anonymous and confidential.



- 2.7. The Mayor, Committee or Executive Assistant collates all feedback into a summary document.
- 2.8. The Mayor or Committee holds an in-camera meeting with Council to discuss the results of the review. Council feedback is documented for provision to the CAO. Council also determines any salary adjustment based on the overall performance.
- 2.9. Council meets with the CAO to provide formal, documented feedback as gathered above and to discuss/communicate Council's compensation adjustment decision.
- 2.10. The CAO is provided the opportunity to respond in writing to Council with respect to the feedback in the formal document.
- 2.11. The Mayor and CAO sign the formal document and the original is kept in the CAO's personnel file.

I, **Jennifer Boyd, Town Clerk of the Town of Middleton**, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 21st day of September 2020 .



Jennifer Boyd
Town Clerk

Policy Adoption	
Date of 7 day notification to Council	September 8, 2020
Date of Approval	September 21, 2020