



CAO Performance Evaluation Form

Chief Administrative Officer Name	
Evaluation Period	
Warden Name	

Evaluation of Specific Annual Council and CAO Goals for the Evaluation Period

Performance Goal	CAO Comments	Warden & Council Comments

CAO Personal Annual Development Plan for the Evaluation Period

Development Objective	Specific Experience/Course/Activity	Target Completion Date	Completed Yes or No

Core Review Elements for the Evaluation Period

Element & Criteria	CAO Comments	Warden & Council Comments
<p>Leadership & Staff Effectiveness</p> <p>Live the corporate values, and create and nurture a culture that attracts, retains and motivates talented personnel. Promote the development and performance of employees at all levels of the organization.</p>		
<p>Policy Facilitation & Council Relations</p> <p>Assist elected officials by offering high quality policy advice, guidance and direction for the development of Council's decisions and policies. Facilitate Council governance and decision making and assist other community partners to identify, work toward and achieve common goals.</p>		
<p>Political Acumen</p> <p>Appropriately represent council's direction and guide the work of senior management in support of this direction. Anticipate the possible impacts of decisions on the political environment</p>		
<p>Strategic Leadership</p> <p>Link business decisions with the strategic direction and long-term sustainability of the organization and look for creative solutions that support a culture of continuous improvement</p>		

Budgeting & Analysis

Prepare and manage a balanced budget to provide services at a level directed by council and promote fiscal discipline and accountability to staff ensuring that the operation of the County is efficient and effective for the short term and long term. Ensure the County is positioned to access all funding programs for which it is eligible from other levels of government

Strategic Planning

Position the organization and the community for events and circumstances that are anticipated in the future by developing a clear plan with programs and services that reflect council’s vision, mission and strategic plan including reviewing annual priorities and identifying new initiatives with Council.

Advocacy and Interpersonal Communication

Facilitate the flow of ideas, information, and understanding between and among individuals in a way that demonstrates respect. Effectively establish rapport with stakeholders including council, employees, external agencies, partners and community members. Keep council fully informed of all significant operational, financial and advocacy matters and risks relevant to the County in a timely manner.

Integrity

Act to create a positive image for the County and have a positive impact on the community. Be a role model by demonstrating a high degree of personal integrity, fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities. Ensure public processes are transparent and accountability is clear when dealing with issues. Promote ethical behaviour and hold individuals at all levels, including external contractors and internal staff, accountable for meeting ethical standards.

Reflection for the Evaluation Period

Question	Warden & Council Comments
Strengths Based on your overall evaluation of the CAO, what areas would you list as their strengths as a corporate leader?	
Areas For Improvement Based upon your evaluation, what areas would you suggest that the CAO work on to improve their skills to be more effective in specific areas or situations?	

Annual Goals or CAO Development

Based upon your evaluation of the CAO, are there any specific performance goals or development objectives that you would like to see reflected in the upcoming performance evaluation cycle?

Based on your evaluation of the CAO on all factors, please indicate your level of satisfaction with their performance by indicating “Satisfied” or “Needs Improvement”

Sign Off

	Signature	Date
CAO		
Warden		