



**Council Policy 303
CHIEF ADMINISTRATIVE OFFICER
EVALUATION FORM**

(If additional pages are needed for comments, please attach them.)

1. Communication with Council, including effective written and oral presentation and openness to Mayor and Council feedback or direction.
 Exceeds Standards
 Meets Standards
 Fails to Meet Standards
 Unable to Rate

2. Implementation of Council policy and assists Council in the development of annual and long-range goals of the Corporate Strategic Plan.
 Exceeds Standards
 Meets Standards
 Fails to Meet Standards
 Unable to Rate

3. Staff support for Council; anticipates and provides reports and recommendations as required by the Council.
 Exceeds Standards
 Meets Standards
 Fails to Meet Standards
 Unable to Rate

4. Staff relations; demonstrates leadership and promotes professional staff performance.
 Exceeds Standards
 Meets Standards
 Fails to Meet Standards
 Unable to Rate

5. Financial planning and administration; prepares and administers annual budget, which maintains a multiyear vision.
 Exceeds Standards
 Meets Standards
 Fails to Meet Standards
 Unable to Rate



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6. Personal and professional development; strives to maintain current knowledge and skill levels.

- Exceeds Standards
- Meets Standards
- Fails to Meet Standards
- Unable to Rate

7. Effective delivery of Village services and community relations.

- Exceeds Standards
- Meets Standards
- Fails to Meet Standards
- Unable to Rate

8. Intergovernmental relationship at the Provincial, Regional and local levels.

- Exceeds Standards
- Meets Standards
- Fails to Meet Standards
- Unable to Rate

9. Overall evaluation of the CAO's performance.

- Satisfactory
- Unsatisfactory

10. Accomplishments: Has the CAO accomplished or worked toward accomplishing the goals established by the Council? Why or why not?



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11. Strengths: Based upon your overall evaluation of the CAO, what areas would you list as their strong points as a manager?
12. Improvements suggested: Based upon your evaluation, what areas would you suggest the CAO work on to improve his skills and to be more effective in specific areas or situations?
13. Goals for next year: What are the major goals on which the CAO needs to focus in the coming year?

Mayor's Signature

Date

CAO's Signature

Date