

**THIS TEMPLATE IS PROVIDED AS A GUIDE. PLEASE MODIFY IT TO SUIT YOUR MUNICIPALITY'S REQUIREMENTS.**

## Template: CAO Handbook for Performance Evaluation

This appendix provides CAOs with checklist for compiling all of the information that will assist Mayor and Council with performance evaluation. This is your opportunity to tailor the information package – the CAO Handbook for Performance Evaluation – to your municipality.

The content you gather for the handbook may include copies of:

- your municipality's governance requirements that relate to or clarify the role of the CAO and CAP performance evaluations;
- your job description, contract, and covenants, (if any) as well as last year's performance evaluation;
  - you will want to review this document with a view to suggesting additions or removals of the core competencies for which you are being evaluated;
- Template 1.6A: Performance Evaluation, for the Mayor and Council members to complete; and
- your completed Template 1.6A: Performance Evaluation, which you have completed as this year's Self-assessment.

Once you have gathered this information, give a copy to the Mayor and each Council member for their response. The CAMA Toolkit may be included as an appendix; and some Council members may choose to add additional elements for the Performance Evaluation.

**CAO Handbook for Performance Evaluation**

Prepared by \_\_\_\_\_ for Mayor and Council

**2016**



As a Quick Reference Guide to CAO Performance Evaluation, I have prepared this information package as a model for Mayor and Council to build out their CAO Performance Evaluation. I have completed my Self-assessment using the same Performance Evaluation Template attached to this handbook, for your use.