**Email Regarding CAMA’s CAO Performance Evaluation Toolkit**

**To:** Mayor and Council

**From:** CAO

**Subject:** A Best Practices Approach to CAO Performance Evaluation

**Attachment:** CAMA Toolkit Highlights.pdf

I am a member of a national network of professional, dedicated, senior municipal managers who are committed to ongoing professional development. The Canadian Association of Municipal Administrators (CAMA) has developed a *Performance Evaluation Toolkit* that I would like to share with you.

I have attached a one-page description of the *Toolkit*. You’ll see that CAMA has identified a number of processes to ensure performance evaluation is ongoing, understood, and effectively communicated between the CAO, Mayor and Council.

Using the *Toolkit* to customize my performance evaluation will help me focus on my goals and key results and to promote the municipality’s strategic goals.

Once you’ve had a chance to review the attached one-pager, I would like to meet briefly to show you the *Toolkit Quick Reference Guide.* After that, if you are in agreement, we may begin to use the *Toolkit* during its pilot year 2016-2017.