



CAO Performance Evaluation Form

Name: _____ Evaluation Period : _____

Rating Scale:

| | |
|----------|------------------------------|
| 5 | Exceptional Performance |
| 4 | Exceeds Expectations |
| 3 | Meets Expectations |
| 2 | Partially Meets Expectations |
| 1 | Does Not Meet Expectations |

Rating for Section A - Competencies and Values _____

Rating for Section B – Completion of Goals _____

Overall Rating:

Mayor's Signature: _____ **Date** _____

CAO's Signature: _____ **Date** _____

Salary increase recommended: **Yes** **No** **Not Applicable (at top rate)**

Received in Human Resources:

Signature _____ Date _____

A. Core Competencies and Values

1. Strategic Leadership and Vision:

- Provides visionary leadership, translating Council's strategic objectives into actionable and sustainable growth plans
- Demonstrates understanding of the internal and external factors impacting the municipality, offering strategic insights to Council
- Effectively communicates the need for organizational changes to achieve the Town's vision, ensuring alignment with strategic goals
- Cultivates a positive image of the Corporation, fostering strong relationships within the community through trust and collaboration

CAO's self-evaluation comments:

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|-------------------|--|
| CAO's Self Rating | |
|-------------------|--|

Council's evaluation comments:

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| Council's Rating | |
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2. Planning and Operational Management:

- Articulates clear and comprehensive plans that operationalize Council's vision, ensuring plans are well-supported and efficiently implemented
- Develops strategic financial plans to address community fiscal challenges, ensuring long-term sustainability
- Manages multiple projects and activities, scopes them correctly, and ensures objectives are met
- Provides timely, comprehensive updates to Council on all important matters

CAO's self-evaluation comments:

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|-------------------|--|
| CAO's Self Rating | |
|-------------------|--|

Council's evaluation comments:

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| Council's Rating | |
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3. Innovation and Change Management:

- Champions a culture of continuous improvement and innovation, driving organizational adaptability
- Leverages creative solutions for operational optimization and encourages cross-functional collaboration
- Integrates technology effectively to enhance efficiency and agile service delivery
- Fosters a learning culture that equips employees with evolving skills
- Manages change proactively, engaging employees through transition processes to minimize resistance

CAO's self-evaluation comments:

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|-------------------|--|
| CAO's Self Rating | |
|-------------------|--|

Council's evaluation comments:

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|------------------|--|
| Council's Rating | |
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4. Results-Focused Achievement:

- Uses quantitative and qualitative data to inform strategic decisions, ensuring the annual business plan objectives are met or exceeded
- Develops and utilizes robust performance metrics that align with organizational goals, facilitating informed and effective management
- Identifies potential impediments early through continuous monitoring and analysis, implementing proactive solutions to mitigate risks
- Engages in strategic forecasting and planning to anticipate future challenges, ensuring the organization remains agile and responsive
- Utilizes a feedback loop to refine processes and improve outcomes, ensuring continuous improvement in performance metrics
- Communicates progress and outcomes to stakeholders, maintaining transparency and accountability in performance achievements

CAO's self-evaluation comments:

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|-------------------|--|
| CAO's Self Rating | |
|-------------------|--|

Council's evaluation comments:

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| Council's Rating | |
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5. People Excellence and Development:

- Implements comprehensive Health and Safety and Well-Being programs, prioritizing continuous improvement
- Evaluates employee engagement regularly, implementing strategies to enhance operational effectiveness
- Promotes professional development and learning opportunities to foster a culture of lifelong learning
- Fosters talent retention and succession planning to ensure future leadership capacity

CAO's self-evaluation comments:

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|-------------------|--|
| CAO's Self Rating | |
|-------------------|--|

Council's evaluation comments:

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|------------------|--|
| Council's Rating | |
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6. Communication and Relationship Building:

- Ensures clear and open lines of communication with Council, fostering a two-way dialogue that supports informed decision-making and mutual understanding. Regularly updates Council on pertinent issues, initiatives, and the Town's strategic direction
- Demonstrates composure and effective conflict resolution skills, ensuring disputes are addressed diplomatically and constructively
- Maintains strong, trust-based relationships with Council members and other stakeholders, focusing on advancing the Town's strategic priorities and fostering resilience in municipal governance
- Encourages a culture of accountability by establishing transparent performance metrics and reporting to Council, building trust and confidence in the CAO's leadership and the administration's capabilities

CAO's self-evaluation comments:

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|-------------------|--|
| CAO's Self Rating | |
|-------------------|--|

Council's evaluation comments:

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| Council's Rating | |
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7. Community Engagement and Public Representation:

- Communicates Council’s decisions both internally and externally with clarity and consistency
- Engages regularly with the community, building strong networks with residents, businesses, and organizations.
- Employs technology to enhance resident-centric services, increasing transparency and accountability.

CAO’s self-evaluation comments:

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|-------------------|--|
| CAO’s Self Rating | |
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Council’s evaluation comments:

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| Council’s Rating | |
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8. Town of The Blue Mountains Corporate Values:

Behaviours and job performance should demonstrate alignment with the Town's core values:

Leadership: Continuously seeking ways to enhance and innovate how we serve the community.

Stewardship: Honouring our responsibility to care for our community, its history and its future.

Accountability: Building trust through transparency, ownership and follow-through.

Respect: Welcoming every perspective, treating each person with dignity and creating a culture of belonging.

Collaboration: Engaging our colleagues, communities and neighbours to shape and advance our collective goals.

These values are further exemplified through the following leadership behaviours:

i. Demonstrates Respect

Engages with employees, Council, and the public with dignity and mutual respect.

ii. Manages Conflict Professionally

Approaches disputes with tact, diplomacy, and composure.

iii. Supports Well-Being

Places employee and community well-being at the forefront of decision-making, ensuring it remains central to policies and practices.

iv. Upholds Governance Boundaries

Respects the defined roles between Council and CAO, ensuring clear governance structures and accountability.

v. Fosters Collaborative Relationships

Builds strong working relationships with Council and external partners to support effective governance.

CAO's self-evaluation comments:

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|-------------------|--|
| CAO's Self Rating | |
|-------------------|--|

Council's evaluation comments:

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| Council's Rating | |
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9. Achievement of previously set Goals

| | Details of Goals | Achieved? Y/N | CAO Comments |
|---|------------------|------------------|--------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

Achievement of previously set Goals

CAO's self-evaluation comments:

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|-------------------|--|
| CAO's Self Rating | |
|-------------------|--|

Achievement of previously set Goals

Council's evaluation comments:

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| Council's Rating | |
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10. CAO's Areas of Strength and Outstanding contributions in the past year

Comments from CAO:

Comments from Council :

11. Areas for growth required for the CAO

Comments from Council

