



**BIRCH HILLS COUNTY  
POLICY & PROCEDURES MANUAL  
COUNCIL**

**POLICY TITLE: PERFORMANCE APPRAISAL PROCESS – C.A.O.**

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Nov. 9, 2011      42-09 (11-11)  
Date Adopted by Council / Motion Number:

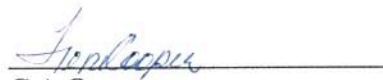
**PURPOSE:**

To establish a policy that addresses the process in which the annual evaluation of the CAO is conducted.

**POLICY:**

1. On an annual basis on or around that anniversary date of the CAO, Council shall undertake a performance review meeting the requirements of the Municipal Government Act.
2. Council will complete the review either individually or as part of an in-camera session.
3. The Reeve shall compile the information received and complete the appraisal document.
4. The Reeve will deliver the appraisal to the CAO and both parties shall sign off on the document.

  
REEVE

  
C.A.O