

**BYLAW XX-XXX  
OF  
LAC LA BICHE COUNTY**

---

A BYLAW OF LAC LA BICHE COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH A CHIEF ADMINISTRATIVE OFFICER PERFORMANCE EVALUATION COMMITTEE.

---

**WHEREAS** pursuant to section 205.1 of the *Municipal Government Act*, a council must provide the Chief Administrative Officer with an annual written performance evaluation;

**AND WHEREAS** subject to certain provisions, a council may by bylaw delegate any of its powers, duties or functions to a Council Committee;

**AND WHEREAS** a Council may pass bylaws related to establishment of Council Committees and other bodies;

**NOW THEREFORE** under the authority and subject to the provisions of the *Municipal Government Act*, and by virtue of all other powers enabling it, the Council of Lac La Biche County, duly assembled, enacts as follows:

**Title**

- 1 This bylaw is called the “Chief Administrative Officer (CAO) Performance Evaluation Committee.”

**Definitions**

- 2 In this bylaw,
  - (a) “Administration” means staff members of the County;
  - (b) “CAO” means the Chief Administrative Officer;
  - (c) “Chief Administrative Officer” means the person appointed in accordance with the Municipal Government Act;
  - (d) “Committee” means the Chief Administrative Officer Performance Evaluation Committee;
  - (e) “Council” means Lac La Biche County Council;
  - (f) “Freedom of Information and Protection of Privacy” means the Freedom of Information and Protection of Privacy Act, Chapter F 25, RSA 2000 as amended
  - (g) “Human Resources Manager” means the Human Resources Manager of Lac La Biche County;

- (h) "Municipal Government Act" means the *Municipal Government Act*, Chapter M 26, R.S.A. 2000 as amended;

## **Establishment and Structure**

**3(1)** The CAO Performance Evaluation Committee is hereby established and shall consist of the Mayor and at least two (2) other Members of Council appointed by resolution of Council.

## **Authority**

**4(1)** Subject to the limitations of this section, and in keeping with the principles of the applicable County policies, the purpose of the Committee is to facilitate the annual written performance evaluation process of the CAO, which includes

- (i) oversight and implementation of the performance review process, including providing informal performance feedback to the CAO as may arise,
- (ii) review of the previous year's assessment criteria and evaluation form(s) for the current year;
- (iii) circulation of the performance evaluation form(s) to all Members of Council and other County Administration, as required by Council;
- (iv) compilation of the results of the circulated performance evaluation form(s),
- (v) coordinating with Council and the CAO to discuss performance evaluation results, and
- (vi) sharing performance review results with Council and providing all applicable performance review records to the Human Resources Manager for the CAO's personnel file.

**(2)** The Committee has no authority to

- (i) make, suspend or revoke the appointment of a person to the position of CAO,
- (ii) approve the final written evaluation, or goal setting as it pertains to the position of CAO, or
- (iii) decide upon any rewards or discipline of the CAO.

## **Term**

**5(1)** Following establishment of the Committee, and unless otherwise specified by Council resolution, the term for Members shall be effective immediately upon appointment and shall run to the date of the next Organizational Meeting of Council.

**(2)** The term of appointment for Members shall run from the Organizational Meeting in one year to the date of the Organizational Meeting in the following year.

(3) If any Member is unable or unwilling to continue to serve as a Member, Council may appoint a replacement Member to serve the balance of the term vacated.

(4) Council may remove a Member from the Committee by resolution at any time.

### **Chairperson**

6 The Mayor shall serve as Chairperson of the Committee. In the absence of the Mayor, the Members may select an alternate Chairperson for the meeting which the Mayor is absence.

### **Quorum**

7 Quorum of the Committee shall be

- (i) at least three (3) Members of the Committee, or
- (ii) a simple majority of those Members appointed by Council

whichever is greater.

### **Meetings and Reporting**

8(1) The Mayor, as the Committee Chairperson, determines the schedule of the review meetings, commencing the process on the CAO's anniversary date or as required by the employment contract of the CAO.

(2) The Committee shall meet at least quarterly with the CAO to discuss the status of the goals set by Council and any emerging performance matters.

(3) The Committee shall report to Council bi-annually to discuss the results of performance evaluation meetings with the CAO.

(5) The Committee shall follow the same rules of procedure as followed by County Council.

(6) Following adoption of the meeting agenda and acceptance of previous meeting minutes, the Committee shall proceed in closed session upon citing the relevant exception(s) to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act* when discussing the personal information of the CAO.

(7) Meeting minutes of the CAO Performance Evaluation Committee shall be kept in accordance with the requirements of the *Municipal Government Act*.

### **Severability**

9 Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

**Effective Date**

10 This Bylaw shall come into force and effect upon third reading.

MOTION BY COUNCILLOR \_\_\_\_\_ THAT BYLAW XX-XXX BE GIVEN FIRST READING  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

MOTION BY COUNCILLOR \_\_\_\_\_ THAT BYLAW XX-XXX BE GIVEN SECOND READING  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

MOTION BY COUNCILLOR \_\_\_\_\_ THAT BYLAW XX-XXX BE SUBMITTED FOR THIRD  
READING THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

MOTION BY COUNCILLOR \_\_\_\_\_ THAT BYLAW XX-XXX BE GIVEN THIRD READING  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer