



Council Policy 303
CHIEF ADMINISTRATIVE OFFICER
PERFORMANCE REVIEW

References: Municipal Government Act Records Management Bylaw Employee Handbook	Effective Date: Council Resolution No:	April 17, 2024 2024-73
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POLICY STATEMENT

Council recognizes the importance of performance reviews in maintaining an effective and professional relationship between Council and the Village's CAO to provide opportunity to consider job performance, salary and benefits, and professional development opportunities.

PURPOSE

The objective of a performance appraisal system for the Chief Administrative Officer (CAO) is a key building block for a lasting and positive relationship between Council and the CAO. Council has only one employee, the CAO. The CAO is selected by Council and Council approves the CAO's terms of employment. Council sets performance goals for the CAO and monitors achievement of those goals through regular performance reviews. The purpose of the performance appraisal is to determine the degree to which Council expectations and performance criteria are being met.

SCOPE

To establish guidelines which Council will use to complete the Chief Administrative Officer's performance appraisal.

DEFINITIONS

Chief Administrative Officer (CAO) shall mean the Chief Administrative Officer of the Village as appointed pursuant to MGA Section 201(1).

Council shall mean the elected Council of the Village of Warner.

Village shall mean the Corporation of the Village of Warner in the Province of Alberta.

RESPONSIBILITIES

Section 205(1) of the *Municipal Government Act (MGA)* requires Council to give the CAO an annual written performance evaluation regarding results with respect to the CAO's responsibilities under section 207.

STANDARDS

1. Principles

Properly conducted performance reviews serve several key points:

- They inform the CAO of their performance;

- They allow Council and the CAO to set mutually agreed upon objective measures of job performance in the future;
- They identify ways in which Council can better support the CAO to successfully meet performance expectations; and
- They provide documentation of performance to justify salary increases, promotion, disciplinary actions, or termination.

A general guideline, a good performance review should be 40% about evaluating the past and 60% about planning for the future.¹

2. Performance Appraisal

- 2.1. Annually, Council shall meet with the Chief Administrative Officer to review progress on the goals and objectives previously established and approved by Council.
- 2.2. Council may meet in a closed session to determine any other criteria under which the Chief Administrative Officer will be appraised. Council shall inform the CAO of that criteria.
- 2.3. Council may meet periodically to discuss, in a closed session, the performance with the Chief Administrative Officer, to review progress achieved on the goals and objectives previously established and approved by Council.
- 2.4. The Chief Administrative Officer shall be given at least three days notice of their performance appraisal. The appraisal will be conducted during hours, at a time convenient to both the Council and the Chief Administrative Officer.
- 2.5. Council shall provide written constructive comments on the performance of the Chief Administrative Officer.
- 2.6. In addition to the goals and objectives established by Council and the Chief Administrative Officer, the Chief Administrative Officer will be appraised on the following points:
 - 2.6.1. working relationship with Council;
 - 2.6.2. working relationship with the public;
 - 2.6.3. working relationship with staff; and other criteria established by Council.
- 2.7. The Chief Administrative Officer shall be provided the opportunity to comment on the progress achieved to date. These comments may be in written form.

¹ Russell Farmer and Associates Consulting Ltd. January 22, 2009



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CHIEF ADMINISTRATIVE OFFICER
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- 2.8. The Chief Administrative Officer shall be assured that any comments regarding performance shall be strictly confidential and will not be released to any other staff member or the public.

3. Procedure

- 3.1. Annually, Council as a whole shall meet during a Regular Council Meeting in a closed session with the Chief Administrative Officer to establish goals, objectives and training requirements for the upcoming calendar year.
- 3.2. The Chief Administrative Officer shall prepare a draft list of goals, objectives and training requirements, to be considered by Council at the meeting.
- 3.3. The draft shall be presented in a fashion which assures the Chief Administrative Officer that copies will not be circulated in any manner.
- 3.4. The Chief Administrative Officer will be provided the opportunity to discuss the draft with Council.
- 3.5. Following agreement between Council and the Chief Administrative Officer, Council shall adopt the goals, objectives and training requirements for the upcoming year. These documents shall then be attached to and form part of the Chief Administrative Officer's performance appraisal.

CHANGES TO PERFORMANCE APPRAISAL SYSTEM

Proposed changes to the method of conducting management performance appraisals shall be discussed with the Chief Administrative Officer prior to implementation. The Chief Administrative Officer shall be provided with an opportunity to comment on the proposed changes.