

## TOWN OF HIGH PRAIRIE

<b>Policy Number</b> No. 59- 2014	<b>Approval Date</b> March 12, 2014	<b>Resolution Number</b> 204/14
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**TITLE: Policy for the annual performance review of the CAO**

**Definition of a Policy:**

A policy is a formalized written plan of action on what to do in a given certain circumstance or situation.

**Purpose of this Policy:**

To ensure there are clear guidelines for Council Members regarding the performance evaluation of the CAO. Due to the complicated nature CAO job as an effective advisor, a knowledgeable municipal generalist, an excellent manager of people, a diplomat and disciplinarian, a quality feedback from Council is extremely helpful in the successful performance of this role.

### **1.0 Establishment of Chief Administrative Officer (CAO) Position**

Council must establish by bylaw a position of Chief Administrative Officer, MGA section 205(1.) Council must also establish a position description for the CAO.

### **2.0 Annual Performance Evaluation**

In accordance with the MGA section 205.1, a council must provide the chief administrative officer with an annual written performance evaluation of the results the chief administrative officer has achieved with respect to fulfilling the chief administrative responsibilities under section 207. Under this section the CAO:

- Is the administrative head of the municipality,
- Ensures policies and programs are implemented,

- Advises and informs Council of the municipalities operations and Affairs
- Carries out responsibilities assigned by Council

Section 207 of the MGA outlines the CAO responsibilities and section 208 provides the major administrative duties that must be included in the CAO position description and in totality be used as the core criteria of the appraisal.

### **3.0 Criteria**

Council must develop and approve the criteria for the performance approval of the CAO. The criteria shall include but not be limited to;

- Management and leadership practices
- Relationship with Council
- Relationship with staff
- Relationship with the public
- Objectives and accomplishments mainly based on Council strategic priorities (goals)
- Areas for improvement/suggested training

### **4.0 The Appraisal**

The appraisal shall be conducted and be held in-camera as per section 19 of the Freedom of Information and Protection of Privacy Act. This shall be a shared review process of how Council sees the CAO's performance and the CAO should be encouraged to offer his/her comments in each case.

### **4.1 The Results**

Performance appraisal may lead to a salary increase and the first step in setting performance goals for the CAO for the next review period.

Approved by Council: March 12, 2014  
Date