



Chief Administrative Officer Performance Evaluation

Policy No.: C-13	Council Resolution No.: 452/2021
Department: Council	Authority: Council
Effective Date: October 12, 2021	Revision Date:
Review Date: October 2024	Repealed Date:
Supersedes: N/A	
Related Procedure No.: C-13	
Related Procedure Name: Chief Administrative Officer Performance Evaluation	

Purpose

The Town of Taber recognizes the need to evaluate the performance of its Chief Administrative Officer to ensure the ongoing success of the Town. Performance of the Chief Administrative Officer will be monitored at a frequency as outlined in the *Municipal Government Act* and by a method determined by Council.

Policy Statement


- 1) In an environment characterized by change due to the municipal election process, this policy will ensure consistency in the Chief Administrative Officer performance evaluation procedure over time.
- 2) A key role of Council is to evaluate the performance of the Chief Administrative Officer, and in order to be effective, this evaluation needs to be carried out on a regular basis and in a planned and thoughtful manner.
- 3) The Chief Administrative Officer is responsible for their own performance and development within the context of the organization's business needs, including but not limited to:
 - a. Set challenging but achievable performance objectives based on the strategic direction of the Town;
 - b. Prioritize issues that concern the Town of Taber in alignment with Council's strategic documents;
 - c. Evaluate and assess their progress, and develop strategies to overcome obstacles; and,
 - d. Deliver on their objectives and plans.
- 4) Council represents the community and outlines what is expected of the Chief Administrative Officer as a leader of the Town Administration, therefore Council will:




- a. Ensure the goals and objectives of the Chief Administrative Officer and the organization are aligned with the strategic direction of the Town;
 - b. Support the Chief Administrative Officer and the organization so they get the resources they need to achieve success;
 - c. Recognize progress and achievements of the Chief Administrative Officer through formal discussions, mid-year check-in, and/or Performance Evaluations;
 - d. Review and approve any revisions to this policy; and,
 - e. By motion of Council, appoint members to the Chief Administrative Officer Performance Evaluation Committee.
- 5) The Chief Administrative Officer Performance Evaluation Committee, which is comprised of the Mayor and two members of Council appointed each Council term, represents Council in the implementation of the Chief Administrative Officer Performance Evaluation process.
- a. The Committee will make recommendations to Council regarding the annual performance goals and performance results of the Chief Administrative Officer.
- 6) The Human Resource Manager is a custodian of the process, and is responsible to:
- a. Provide assistance to Council, the Chief Administrative Officer Performance Evaluation Committee, and the Chief Administrative Officer throughout the process; and,
 - b. Monitor, evaluate, and suggest ways to improve the performance review process on a regular basis.
- 7) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Additional References

Municipal Government Act
Chief Administrative Officer Bylaw 1-2020



MAYOR



CHIEF ADMINISTRATIVE OFFICER

 OCT. 21, 2021
DATE

 Oct. 21/21
DATE



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