



# Summer Village of Horseshoe Bay

Effective Date: January 1, 2012

Policy Number: 5

Title: Chief Administrative Officer Performance Appraisal

## 1. Policy Statement

- 1.1 The Summer Village of Horseshoe Bay will establish guidelines which Council will use to complete the Chief Administrative Officer's performance appraisal.

## 2. Goals, Objectives and Training Requirements

- 2.1 Annually, Council as a whole shall meet during a Regular Council Meeting with the Chief Administrative Officer to establish goals, objectives and training requirements for the upcoming calendar year.
- 2.2 This meeting shall be held in camera.
- 2.3 The Chief Administrative Officer shall prepare a draft list of goals, objectives and training requirements, to be considered by Council at the meeting.
- 2.4 The draft shall be presented in a fashion which assures the Chief Administrative Officer that copies will not be circulated in any manner.
- 2.5 The Chief Administrative Officer will be provided the opportunity to discuss the draft with Council.
- 2.6 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.

## 3. Performance Appraisal

- 3.1 Annually, Council shall meet with the Chief Administrative Officer to review progress on the goals and objectives previously established and approved by Council.
- 3.2 The Chief Administrative Officer shall be provided the opportunity to comment on the progress achieved to date. These comments may be in written form.
- 3.3 Council shall provide written constructive comments on the performance of the Chief Administrative Officer.

- 3.4 Staff supervised by the Chief Administrative Officer, if any exist, shall not be required or requested to comment on the performance of the Chief Administrative Officer. Any concerns which staff may have with the Chief Administrative Officer shall be addressed through the system defined in the Human Resource Policy.
- 3.5 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:
  - a) Working relationship with Council;
  - b) Working relationship with the public;
  - c) Working relationship with the staff;
  - d) Working relationship with external contractors/service providers such as auditors, bank officials, consultants, etc.; and
  - e) Other criteria established by Council.
- 3.6 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.
- 3.7 The Chief Administrative Officer shall be given at least three days notice of their performance appraisal. The appraisal will be conducted at a time convenient to both the Council and the Chief Administrative Officer.
- 3.8 Council may meet periodically to discuss performance with the Chief Administration Officer, to review progress achieved on the goals and objectives previously established and approved by Council

#### 4. **Changes to Performance Appraisal System**

- 4.1 Proposed changes to the method of conducting management performance appraisals will 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.

#### 5. **Policy Adoption/Amendment**

Adopted by Resolution April 21, 2012