



CAO Performance Review Policy

Authority: Council

Effective Date: November 25, 2019

Date Approved by Council: November 25, 2019

Resolution No.: 285/11/19/SP

Future Review Date: 2023

Last Review/Revision: 2015

Responsibility: Council

References: *Municipal Government Act* Section 205(1)

Replaces: CAO Performance Review Policy C-CO-015

1.0 Purpose: To outline the Town of Stony Plain’s policy in regard to Chief Administrative Officer (CAO) Performance Reviews.

2.0 Scope: This policy applies to the Council and CAO relationship in relation to performance review, salary and benefits, and professional development.

3.0 Definitions:

CAO: Chief Administrative Officer

MGA: *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto

Outside Consultant: Someone external to the Town of Stony Plain who can be contracted to conduct the CAO review.

4.0 Statement: Council recognizes the importance of performance reviews in maintaining an effective and professional relationship between Council and the Town’s CAO. Regular annual reviews are a requirement under the MGA and provide opportunity to consider job performance, salary and benefits, and professional development opportunities.

5.0 Standards:

Roles & Responsibilities:

5.1 Town Council

5.1.1 to ensure that Town Council fulfills the MGA requirement to provide an annual written performance review for the CAO.

5.1.2 to provide a framework for the CAO performance review that maintains, strengthens and monitors the relationship between Council and the CAO.

- 5.1.3 to provide for timely adjustment to the CAO salary and benefits reflective of job performance; eligibility for movement on the salary grid shall be effective at the beginning of the calendar year.
- 5.1.4 to ensure C.O.L.A. increases continue in the usual manner with an eligibility date the same as all non-union Town employees.
- 5.1.5 to determine the style of performance review; either a 360 review or performed by an Outside Consultant.

5.2 CAO

- 5.2.1 to determine appropriate professional development direction and opportunities and advise Council.

6.0 Policy Review: This policy shall be reviewed by Council at least once per Council term.