



COUNCIL POLICY

City Manager
Performance Management

Policy Title	City Manager Performance Management		
Policy Number	120	Approved Date	2014-11-03
Section	Administration	Last Amended	2023-12-11
Department	Human Resources	Last Reviewed	2023-12-11
Mayor Signature	"J. Clayton" (signed)	Signature Date	2023-12-13

1. Policy Statement

The City of Grande Prairie (City) recognizes the need to evaluate the performance of its City Manager to ensure the ongoing success of the City. Performance of the City Manager will be monitored at a frequency as outlined in the MGA and by a method determined by City Council.

2. Reason For Policy

In an environment characterized by change due to the municipal election process, this policy will ensure consistency in City Manager performance management process over time. A key role of City Council is to evaluate the performance of the City Manager. To be effective, this evaluation needs to be carried out on an annual basis, and in a planned and thoughtful manner.

3. Definitions

"City" means the municipal corporation of The City of Grande Prairie, having authority under the Municipal Government Act RSA 2000 C. M-26 and other applicable legislation.

"City Manager" means the person appointed by Council to the position of Chief Administrative Officer (CAO).

"Corporate Leadership Team" (CLT) means the City senior management team responsible for the planning, organization, development, implementation, and administration of the service areas of the City and includes the City Manager.

"Council" means the duly elected Council of the City.



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4. Responsibilities

4.1. The City Manager

- a) The City Manager is responsible for their own performance and development within the context of the organization's business needs. More specifically, those responsibilities are to:
 - i) Set challenging but achievable performance objectives based on the strategic direction of Council.
 - ii) Prioritize issues that concern the citizens, balanced with the economic drivers of the City.
 - iii) Evaluate and assess their progress and develop strategies to overcome obstacles.
 - iv) Deliver on their objectives and plans.
 - v) At some frequency, the City Manager will engage in a 360-feedback process, to obtain feedback that can improve the overall effectiveness of the City Manager.

4.2. City Council

- a) Council represents the community and outlines what is expected of the City Manager as leader of the City Administration. More specifically to:
 - i) Ensure the goals and objectives of the City Manager and the organization are aligned with the strategic direction of Council.
 - ii) Support the City Manager and the organization so they get the resources they need to achieve success.
 - iii) Recognize progress and achievements of the City Manager through informal discussions, a Mid-Year Check-In (optional) and/or Performance Reviews.
 - iv) Complete a formal performance review annually for the City Manager, to be filed in the Employee File with HR.
 - v) Review and approve any revisions to this policy.

4.3. The Chief Human Resources Officer (CHRO)

- a) The CHRO is the custodian of the process and their responsibilities are to:
 - i) Integrate related formal systems and procedures, like the Performance Management Program into the professional development and compensation processes.
 - ii) Provide assistance to Council and the City Manager throughout the process.
 - iii) Monitor, evaluate, and improve the performance review processes on a regular basis.



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5. Version History

Action	Date	Description
Administrative Changes	2023-08-10	New template applied. Gender neutral language applied throughout.
Revisions	2023-12-11	Definitions section added with new definitions. Under section 2, “regular” was changed to “annual”. Subsections 4.1.a.v & 4.2.a.iv added. 4.1.a.ii expanded on. City strategic direction changed to Council strategic direction.