



# POLICY

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**POLICY NO:** 120 **APPROVAL DATE:** November 3, 2014  
**TITLE:** City Manager Performance Management **REVISION DATE:**  
**SECTION:** Administration **PAGE 1 OF 2**  
**DEPARTMENT:** Human Resources

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## POLICY STATEMENT

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The City of Grande Prairie (the City) recognizes the need to evaluate the performance of its Chief Administrative Officer (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.

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## REASON FOR POLICY

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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 a regular basis, and in a planned and thoughtful manner.

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## RESPONSIBILITIES

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### 1. The City Manager

The City Manager is responsible for his/her own performance and development within the context of the organization's business needs. More specifically, those responsibilities are:

- Set challenging but achievable performance objectives based on the strategic direction of the City.
- Prioritize issues that concern the City of Grande Prairie.
- Evaluate and assess his/her progress, and develop strategies to overcome obstacles.
- Deliver on his/her objectives and plans.

### 2. City Council

City Council represents the community and outlines what is expected of the City Manager as leader of the City Administration. More specifically:

- Ensure the goals and objectives of the City Manager and the organization are aligned with the strategic direction of the City.
- Support the City Manager and the organization so he/she gets the resources he/she needs to achieve success.
- Recognize progress and achievements of the City Manager through informal discussions, Mid-Year Check-In (optional) and/or Performance Reviews.
- Review and approve any revisions to this policy.

**3. The Advisor Human Resources (HR Representatives)**

HR representatives are the custodians of the process. The HR representatives' responsibilities are to:

- Integrate related formal systems and procedures, like the Performance Management Program into the professional development and compensation processes.
- Provide Assistance to City Council and the City Manager throughout the process.
- Monitor, evaluate, and improve the performance review processes on a regular basis.