The Corporation of the Town of South Bruce Peninsula

By-Law Number 44-2013

Being a By-Law to Amend By-Law Number 44-2009
Being a By-Law to Adopt the Manual Governing the
Policies and Procedures for the Corporation of the
Town of South Bruce Peninsula (Administrator
Performance Evaluation)

Whereas Section 8 of the Municipal Act, 2001, c.25, as amended, provides that the
powers of a municipality shall be interpreted broadly so as to confer broad authority on
the municipality to enable the municipality to govern its affairs as it considers
appropriate and to enhance the municipality’s ability to respond to municipal issues;

And whereas Section 11 of the Municipal Act, 2001, c.25, as amended authorizes
municipalities to pass by-laws regarding the accountability and transparency of the
municipality and its operations;

And whereas Section 270 (1) 5 of the Municipal Act, 2001, c.25, as amended
authorizes the municipality to adopt and maintain policies with respect to the manner in
which the municipality will try to ensure that it is accountable to the public for its actions,
and the manner in which the municipality will try to ensure that its actions are
transparent to the public;

And whereas the Council of the Corporation of the Town of South Bruce Peninsula
adopted a Municipal Policy Manual and desires to amend said by-law by adding a
policy with respect to a performance appraisal process for the Administrator.

Now therefore the Council of the Corporation of the Town of South Bruce
Peninsula enacts as follows:

1. That Policy C.2.5 Administrator Performance Evaluation Process be approved
   as attached hereto and form part of the Municipal Policy Manual.

2. That all by-laws and policies inconsistent with this by-law are hereby repealed
   and replaced with this by-law.

3. That this by-law shall come into full force and effect upon the final passing
   thereof.

Read a first and second time this 7th day of May, 2013.
Read a third time and finally passed this 7th day of May, 2013.

Deputy Chair
Mayor

Clerk
ADMINISTRATOR PERFORMANCE EVALUATION PROCESS

PURPOSE:

The purpose of this policy is to develop an assessment process and opportunity for consultation with the Administrator with respect to job performance, training, goals and objectives which are consistent with the mandate and strategic planning of the Town of South Bruce Peninsula.

PROCESS:

This process outlines the formal and informal measures to be followed for consulting and evaluating the Administrator regarding job performance:

1. Performance Evaluation System

   The purpose of performance evaluation system is to:
   - focus maximum attention upon the achievement of the assigned duties as listed in the position job description;
   - create a tool that enables Council to accurately assess the strengths and weaknesses of the Administrator and relate these assessments to the Town’s current and future needs;
   - challenge the Administrator to continually improve their performance and personal effectiveness;
   - keep the Administrator informed on an ongoing basis about the employee’s successes and failures so that he/she will be in a position to control his/her progress;
   - involve the Administrator in the planning and implementation of his/her job-related goals and objectives;
   - assist in making personnel decisions related to areas such as training promotion, work assignments, retention and long-range planning; and
   - objectively relate compensation to performance.

2. Oversight of Performance Appraisal Process

   Council shall appoint the Mayor or his/her designate to oversee the appraisal process for the Administrator and to provide ongoing support and consultation.
3. Formal and Informal Appraisals

3.1 The Mayor or his/her designate will evaluate the Administrator’s job performance on a formal and informal basis and provide meaningful information to him/her regarding the quality of work being performed by the Administrator.

3.2 A formal performance appraisal will be conducted prior to the completion of the probationary period.

3.3 A formal annual performance appraisal will be conducted annually prior to the end of April for the twelve-month period ending December 31st in the preceding year.

3.4 A formal interim or semi-annual appraisal will be conducted prior to September 15th for the six-month period ending June 30th in the current calendar year. The interim report will assess the status of the key objectives.

3.5 The formal performance appraisals will be filed in the personnel file of the Administrator.

4. Council Input

4.1 The Mayor or his/her designate will obtain input from individual councillors on the job factors in the evaluation tool, and the consensus of such information will be reflected in both the performance appraisal to be conducted prior to completion of the probationary period and the subsequent annual performance appraisals.

4.2 Regarding the interim review, the Mayor or his/her designate will obtain input from individual councillors respecting the status of key objectives identified in the annual performance appraisal.

5. Evaluation as a Participatory Process

The Administrator will undertake a self evaluation using the recognized performance evaluation tool for consideration by the Mayor or his/her designate.
6. Reports to Council

The Mayor or his/her designate will provide a report to Council regarding the performance appraisal of the Administrator prior to the completion of the probationary period as well as a report on the annual performance appraisal.