



## AMHERST TOWN COUNCIL

RFD# 2025038

Date: March 24, 2025

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**TO:** Mayor Small and Members of Amherst Town Council

**SUBMITTED BY:** Krista Crossman, Director, Human Resources

**DATE:** March 24, 2025

**SUBJECT:** Annual Performance Review (CAO) Policy

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**ORIGIN:** Policy review as part of the annual performance evaluation process.

**LEGISLATIVE AUTHORITY:** MGA 47(1) The council shall make decision in the exercise of its powers and duties by resolution, by policy or by by-law.

**RECOMMENDATION:** That Council approve the amendments to the Annual Performance Review – Chief Administrative Officer Policy #10350-25.

**BACKGROUND:** The annual performance evaluation process is underway, and a review of the policy was completed to ensure conformity with the evaluation process.

**DISCUSSION:** This policy has been reviewed, and the following updates are being recommended:

- Minor grammar corrections in the policy statement, purpose and policy sections highlighted in yellow;
- Minor reorganization of the paragraphs within the policy to improve the readability and create a more cohesive flow of information;
- Appendix 1, "Performance of Duties and Annual Performance Review", used an excerpt from the previous CAO's contract that was no longer applicable. The excerpt has been updated to reflect the applicable section of the current CAO's contract.
- Policy moved to the new policy template as the policy was last reviewed in 2016.

**FINANCIAL IMPLICATIONS:** There are no financial implications. Policy updates only.

**COMMUNITY ENGAGEMENT:** No community engagement is required.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications associated with this decision.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications.

**ALTERNATIVES:**

1. Do not accept the recommendation.
2. Direct staff to develop alternative recommendations.

**ATTACHMENTS:**

#10350-25 Annual Performance Evaluation – Chief Administrative Officer Policy (AMENDED)

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Report prepared by: Krista Crossman, Director, HR