



VILLAGE OF GLENWOOD

Chief Administrative Officer

ANNUAL PERFORMANCE REVIEW

Appendix "B" to Bylaw No. 231-2011 · Revised June 2026 (draft)

CAO Name: _____

Review period: From _____ **To** _____

Date of review: _____

Conducted by (Council): _____

Statutory basis

Section 205.1 of the Municipal Government Act (RSA 2000, c. M-26) requires Council to provide the CAO with an annual written performance evaluation of the results achieved in fulfilling the CAO's responsibilities. This review assesses those responsibilities as set out in the CAO Bylaw (and the Position Profile, Appendix "A") and the major administrative duties under s.208 of the Act. It should be completed by Council in a private (in-camera) session, discussed with the CAO, signed by both parties, and retained on the CAO's confidential personnel file.

Rating scale: 5 = Exceptional · 4 = Exceeds Requirements · 3 = Meets Requirements · 2 = Marginal · 1 = Unsatisfactory · N/A = Not applicable / not observed (note in comments)

A Statutory Responsibilities (MGA s.207)

Responsibility / Duty	1	2	3	4	5
Ensures the policies, programs and decisions of Council are implemented (MGA s.207(a)).					
Advises and informs Council on the operation and affairs of the Village (MGA s.207(b)).					
Performs the duties, functions and powers assigned by the MGA, this Bylaw, and Council (MGA s.207(c)).					
Ensures Council is advised, in writing, of its legislative responsibilities under the Act.					
Maintains a constructive, professional working relationship with Council as the Village's sole direct employee.					

Comments — Section A:

B Major Administrative Duties (MGA s.208)

Responsibility / Duty	1	2	3	4	5
Council and committee minutes are accurately recorded, presented for adoption, and kept safe.					
Bylaws, records and documents of the Village are maintained, retained and protected (records management; compliance with the Access to Information Act and the Protection of Privacy Act).					
The Village meets its access-to-information and privacy obligations under the Access to Information Act (ATIA) and Protection of Privacy Act (POPA), including maintaining a privacy management program and a designated privacy officer.					
Village revenues are collected and controlled, and all municipal funds are deposited and safeguarded as directed by Council.					
Authorized expenditures are paid and accurate, complete financial records are maintained (incl. debt-limit information).					
Actual revenues and expenditures are reported to Council against the approved operating and capital budgets, as directed.					
Village investments are made in accordance with s.250 of the Act.					
Assessments, assessment rolls and tax rolls are prepared in accordance with Parts 9 and 10 of the Act.					
Required statutory filings and notifications (e.g., councillor information to the Minister, annual returns, audited financial statements) are completed accurately and on time.					

Comments — Section B:

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C	Management & Operational Responsibilities (Position Profile)
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Responsibility / Duty	1	2	3	4	5
Recommends objectives, policies and programs to Council; monitors and evaluates progress; and recommends improvements as required.					
Leads, guides and supports Village staff; communicates Council decisions; and oversees hiring, training, evaluation and discipline in accordance with approved policy.					
Coordinates municipal activities, projects and day-to-day service delivery.					
Oversees prompt, professional handling of public requests, inquiries and complaints; fosters positive public and intergovernmental relations.					
Authorizes purchasing within approved budgets, guidelines and delegated spending authority.					
Attends Council and committee meetings, advises on relevant matters, and ensures proceedings are recorded.					
Oversees the drafting of bylaws and policies and the preparation of agendas, resolutions and Council appointments.					
Leads development and implementation of the annual operating and capital budgets in accordance with provincial requirements.					
Maintains the Village's emergency management program and participates effectively in intermunicipal collaboration and regional planning.					
Advances long-range / strategic planning priorities established by Council.					
Performs other duties as required by Council.					

Comments — Section C:

D	Leadership Skills & Attributes
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Skill / Attribute	1	2	3	4	5
Leadership — Provides clear direction, guidance and support; acts as a mentor and positive role model with a practical, common-sense approach.					
Management & Team Development — Builds capable teams; motivates and develops staff; promotes accountability and cooperation.					
Strategic & Business Planning — Provides leadership on planning initiatives and ensures accountability for results.					
Communication — A clear, concise and credible communicator who presents ideas effectively and listens well.					
Interpersonal & Relationship-Building — Works well across disciplines; sensitive to diverse needs; integrates teams and engages volunteers and organizations.					
Professionalism & Ethics — Maintains high ethical standards and an honest, open, consistent approach with Council, staff and citizens.					
Financial Management & Asset Stewardship — Sound budgeting, financial control and reporting; prudent stewardship of Village assets and infrastructure.					
Legislative & Regulatory Knowledge — Strong working knowledge of the MGA, the Access to Information Act (ATIA), the Protection of Privacy Act (POPA), the Local Authorities Election Act and related legislation; keeps Council informed of obligations.					
Decision-Making & Self-Confidence — Makes difficult decisions, stands by them, and maintains a positive, constructive attitude.					
Organizational Skills — Simplifies complex matters and runs a service-oriented administration.					
Political Acumen — Understands legislative and regulatory processes and reads the political implications of recommendations and actions.					
Public Service & Engagement — Ensures citizen needs are identified and addressed and supports meaningful public participation.					
Human Resource Management — Excellent HR and interpersonal skills; strong negotiation and conflict-resolution ability.					
Adaptability & Innovation — Embraces change and technology; improves services and processes; brings forward creative, practical solutions.					
Community Engagement — Demonstrates commitment to community services and visible, active involvement in the community.					

Comments — Skills & Attributes:

E Objectives & Results

Results against objectives set for the period under review:

Objective set for the period	Result achieved	Rating

Objectives agreed for the coming year:

Objective for the coming year	Target / measure

F	Overall Assessment
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Overall performance rating (circle one): 5 · 4 · 3 · 2 · 1

Strengths	Areas for development

Council's general comments:

CAO's comments / response:

Acknowledgement

The signatures below confirm that this evaluation has been completed by Council and reviewed with the Chief Administrative Officer. The CAO's signature indicates receipt of the evaluation, not necessarily agreement with its contents.

Mayor / Chief Elected Official	Date

Chief Administrative Officer	Date