Statutory Officer Performance Appraisal Process
Roles, Responsibilities and Authorities

Role	Responsibility	Authority
Performance Management Sub-Committee	• Implementation and facilitation of the process • Recommendation of focus areas, goals, and performance period duration • Reporting on the status of the performance review process	Delegated from Council
Council	• Approve focus areas, goals and performance period for City Auditor • Communicate the focus areas, goals and performance period to the City Auditor • Receive and discuss the internal performance review for the City Auditor in camera • Provide feedback to the City Auditor	Organizational By-law Supervisory role
Executive Policy Committee	• Approve focus areas, goals and performance period for the City Clerk and Chief Administrative Officer • Communicate the focus areas, goals and performance period to the City Clerk and the Chief Administrative Officer • Receive and discuss the internal performance review for the City Clerk and Chief Administrative Officer in camera • Provide feedback to the City Clerk and the Chief Administrative Officer	Organizational By-law Supervisory role
Chief Administrative Officer	• Approve focus areas, goals and performance period for the Chief Financial Officer • Communicate the focus areas, goals and performance period to the Chief Financial Officer • Receive and approve the internal performance review • Provide feedback to the Chief Financial Officer	Organizational By-law Supervisory role Chief Financial Officer Employment Contract