

Policy



Title: City Manager Performance Evaluation		Number: 8053-2026
Reference: Administrative Committee September 2, 2026 Governance Committee October 14, 2026	Adopted by City Council: October 19, 2026	
	City Clerk	City Manager
Supersedes: N/A		
Prepared by: People Services		

STATEMENT

The City is committed to maintaining a consistent and annually executed performance evaluation process for the City Manager to support effective governance, reduce organizational risk, maximize the responsible use of City resources, and strengthen alignment between Council's strategic direction and administrative leadership. This process promotes accountability, continuity, transparency, evidence-based decision making, and ongoing organizational effectiveness regardless of changes in Council composition.

PURPOSE

To ensure a consistent, planned, and annual approach to evaluating the City Manager's performance, providing stability in a municipal environment that naturally changes with each election cycle.

1. DEFINITIONS

- 1.1 **City** means the municipal corporation of the City of Medicine Hat.
- 1.2 **City Manager** means the person appointed by Council to the position of Chief Administrative Officer.
- 1.3 **Council** means the duly elected Council of the City.
- 1.4 **Evaluator** means an individual or group responsible for providing feedback, assessments or observations as part of the performance review process.
- 1.5 **Executive Leadership Team (ELT)** means the City senior management team responsible for the planning, organization, development, implementation and administration of the service areas of the City and includes the City Manager.

2. AUTHORITY

- 2.1 Pursuant to Section 205.1 of the *Municipal Government Act* (Alberta), Council must provide the chief administrative officer with an annual written performance evaluation.

3. PRINCIPLES

- 3.1 The performance evaluation process must be applied in a uniform manner each year to ensure stability across election cycles and changes in Council composition.
- 3.2 Council will conduct the performance evaluation using clear criteria, documented expectations, and a structured process that is understood by all participants.
- 3.3 Council is responsible for providing fair, evidence-based feedback that reflects organizational performance and strategic priorities.
- 3.4 Performance evaluations will rely on measurable outcomes, documented performance, and agreed-upon goals rather than personal opinions or political considerations.
- 3.5 The process will promote a constructive working relationship between Council and the City Manager, supporting shared understanding of priorities and expectations.
- 3.6 Performance expectations and evaluation criteria will align with Council's strategic plan, municipal priorities, and legislated responsibilities.
- 3.7 The performance evaluation process will support professional development, organizational learning, and ongoing improvement in municipal leadership and service delivery.

4. RESPONSIBILITIES

- 4.1 Council
- (a) Represent the community and outline what is expected of the City Manager as leader of City administration.
 - (b) Collaborate with the City Manager to establish and approve the City Manager's annual performance objectives.
 - (c) Complete a formal performance evaluation of the City Manager annually and maintain evaluation records in the Mayor's office.
 - (d) Ensure succession planning occurs for the City Manager position.
 - (e) Review and approve any revisions to this policy.

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4.2 City Manager

- (a) Propose challenging but achievable annual performance objectives based upon the strategic direction of Council.
- (b) Balance issues that concern the community with the economic realities of the City and prioritize accordingly.
- (c) Evaluate and assess their progress and develop strategies to deliver on performance objectives.
- (d) Ensure succession planning occurs for the Executive Leadership Team.

4.3 Director of People Services

- (a) Provide administrative support to Council and the City Manager through the performance evaluation process.

5. PERFORMANCE EVALUATION PROCESS

5.1 In a four-year Council cycle, the annual performance evaluation will draw on different Evaluators to ensure a balanced, well-informed assessment as follows:

- (a) Year one: Council and the City Manager
- (b) Year two: Council, City Manager, and the Executive Leadership Team
- (c) Year three: 360-degree assessment including Council, City Manager, City Manager direct reports, and external partners mutually agreed to by the Mayor and the City Manager.
- (d) Year four: Council, City Manager, and the Executive Leadership Team

5.2 At the discretion of Council, additional assessments and/or Evaluators may be added in an effort to ensure a well-rounded review.

5.3 The performance evaluation process will begin in April of each year with all components of the review, including any potential salary adjustment, to be completed by June 30th, effectively ensuring that in an election year the outgoing Council evaluates the City Manager's performance before the election of a new Council.

5.4 Evaluation process deliverables are detailed in Appendix A.

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APPENDIX A City Manager Performance Evaluation Deliverables

Deliverable	Responsibility	Due Date
Send reminder regarding City Manager Performance Evaluation to Governance Committee	Director of People Services	March 1
Meet with Director of People Services to discuss and determine any required administrative support	Governance Committee	April 7
Send applicable documentation to be completed individually by Evaluators	Director of People Services or Governance Committee	April 15
Return completed performance review documentation to Governance Committee	Evaluators	May 1
Complete a review of the previous year's annual performance objectives and, if asked, gather data from employee or community surveys or feedback and submit to Governance Committee	City Manager	May 1
Collate and summarize evaluator feedback and all information gathered. Provide to Council for review.	Governance Committee	June 1
Meet to discuss overall feedback; decide on potential salary adjustment	Council	June 7
Meet with City Manager to deliver feedback and advise of salary adjustment, if any	Governance Committee	June 15
Confirm occurrence of performance evaluation by resolution at an open Council meeting	Council	June 30
Advise People Services to process salary adjustment for the City Manager, if necessary.	Governance Committee Chair	June 30
Collaboratively establish annual performance objectives in writing as approved by Council for City Manager for the upcoming year.	Council and City Manager	December 15