

Organizational Success Discussions

Date of Approval by Council: 05/26/2011

Resolution No.:

Lead Role: Council, Chief Commissioner

Replaces: N/A

Last Review Date: 05/2011

Next Review Date: 05/2013

Administrative Responsibility: Chief Commissioner

Special Notes: The *Municipal Government Act*, RSA 2000, c. M-26, requires that Council pass a bylaw to create the position of Chief Commissioner, to appoint a person to carry out the powers, duties and functions of the position and to provide to the Chief Commissioner performance evaluations of the results achieved.

Council may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act* ("FOIP"). The *FOIP Act* provides that a disclosure of personal information is presumed to be an unreasonable invasion of a third party's personal privacy if the personal information consists of personnel evaluations.

Policy Statement

The effective governance and management of Strathcona County is derived from the distinct, yet overlapping nature of political and administrative roles and requires Council and the Chief Commissioner to develop and continuously evaluate expectations for organizational and governance success. The objective of this policy is to provide full accountability and demonstration of commitment to the achievement of the County's strategic goals by establishing a framework for an effective performance management system aimed at delivering high quality services and building public confidence and trust.

As the Chief Commissioner is responsible to ensure that the policies and programs of the municipality are implemented, organizational success is, in part, associated with the performance of the Chief Commissioner.

Definitions

"Organizational Success Discussion" means a regularly scheduled *in camera* session specifically for the purpose of discussing governance and organizational issues and evaluating the Chief Commissioner's performance in relation to the implementation of the priorities, policies and programs established by Council.

"Program Request" means a Program Request which has been approved by Council resolution.

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“Strategic Priorities Chart” means a document which captures Council priorities and operational strategies.

Roles and Responsibilities

Council will:

- (a) Clearly define strategic objectives and priorities on the Strategic Priorities Chart with specific outcomes, responsibilities and timeframes.
- (b) Commit to the priorities identified as Council Priorities as set out on the Strategic Priorities Chart except as revised or replaced by Council from time to time.

The Chief Commissioner will:

- (a) Meet with Council on a regular basis (and at least quarterly) to report on the status of those priorities as set out on the Strategic Priorities Chart,
- (b) Compile for Council a list of Program Requests approved by Council since the last Organizational Success Discussion and assist Council to prioritize those Program Requests onto the Strategic Priorities Chart;
- (c) Keep and maintain a record of discussion items, follow up on any matters raised and provide updates to Council.

Guidelines

Organizational Success Discussions will reflect a two-way dialogue about how administration is impacting the governance functions of the political realm and how political activities affect staff activities in the administrative realm.

These discussions will:

- (a) Provide an opportunity for Council to review the Strategic Priorities Chart and to remove, re-prioritize or add new priorities.
- (b) Provide a mechanism for the Chief Commissioner to align to the organizational strategies, budgets, outputs and targets as set out on Council’s Strategic Priorities Chart.
- (c) Provide an opportunity for the Chief Commissioner to advise Council of any resource implications which are having or may have an impact on the achievement of strategies, outputs and targets.
- (d) Institutionalize an accountable process for assessing the achievement of agreed upon outputs and targets for which the Chief Commissioner is responsible.

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- (e) Provide a formal process to monitor the level of achievement of key outputs and targets across Strathcona County.
- (f) Assist in the identification of, and address, performance gaps, where necessary; and to identify areas where performance enhancements may be possible.
- (g) Celebrate effort and results and recognize the strengths and assets that the organization should reinforce and retain.