

Wheatland County

Request for Decision

Regular Council Meeting

December 15, 2020

Report prepared by: Tracy Buteau, GM of Corporate and Financial Services



Performance Management for Contracted Services 2.1.1

Recommendation from Administration

That Council approve the new Performance Management for Contracted Services Policy 2.1.1. and that the *Performance Management – Contracted Services Performance Evaluation* appendix be removed from the current Procurement Policy Section 2.1. as a revised form is included in Policy 2.1.1.

Chief Administrative Officer's Comments

N/A

Report

Division County-wide

The Corporate and Financial Services department is reviewing all department policies and bylaws. The Procurement Policy was revised and approved by Council at the August 18, 2020 Regular Meeting of Council.

“That Council approve the amendments to the Wheatland County Corporate and Financial Services Policy – Section 2.1 (Procurement Policy) dated July 7, 2020.”

The department then reviewed the Performance Management – Contracted Services Policy 2.14 and recommended that the policy be rescinded and that the “Performance Management – Contracted Services – Performance Evaluation” be attached to the Procurement Policy as an appendix.

“That Council rescind Policy 2.14 Performance Management – Contracted Services and that the form be added as an appendix to the Procurement Policy 2.1” (resolution made August 18th, 2020)

The staff policy review committee created a new and much more comprehensive policy for Performance Management. This policy was transferred to the department for final review.

Administration recommends removing the appendix from the current Procurement Policy and approving the newly created Performance Management for Contracted Services Policy 2.1.1.

Relevant Policies, Practices, and Legislation

Wheatland County Procurement Policy Section 2.1

Trade Agreements

Alignment with the Strategic Plan

We provide consistent, accountable, innovative governance.

Response Options

Option 1: THAT the proposed recommendation is accepted/approved.

Option 2: THAT the proposed recommendation is not accepted/approved.

Option 3: THAT an alternate recommendation is accepted/approved.

Implications of Recommendation

General

N/A

Organizational

Provide a copy of the new Performance Management Policy to all staff at Wheatland County and ensure that a process to retain copies of the evaluation form is easily accessible.

Financial

N/A

Environmental, Staff, and Public Safety

N/A

Follow-up Action / Communications

Post the Performance Management Policy to the Wheatland County website.

Report Approval Details

Document Title:	Performance Management Policy .docx
Attachments:	- 2.1.1. Performance Management.docx
Final Approval Date:	Dec 7, 2020

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Brian Henderson", written in a cursive style.

Brian Henderson