

# Council Policy



Policy Name: Council Peer Review System  
Policy No.: LEG-100  
Effective Date: February 8, 2011

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## **STATEMENT:**

The Council for the Regional Municipality of Wood Buffalo will conduct ongoing peer reviews.

## **PURPOSE AND OBJECTIVE:**

This policy sets out the terms of reference to conduct Council peer reviews.

## **RESPONSIBILITIES:**

- 01.01 Council shall fulfill the requirements of their "Promise of Performance", including Council meeting debriefings and quarterly check-ins.
- 01.02 The Mayor shall schedule bi-annual Council review sessions.
- 01.03 Council shall attend each review session prepared to discuss personal and group performance experiences between review periods. External feedback may be considered as part of the review process.
- 01.04 Council may choose to use a formal evaluation procedure which shall be determined prior to engaging in a review session.
- 01.05 Chief Administrative Officer shall be included in Council Meeting and Council review sessions as an independent observer and subject matter expert.

**APPROVAL, MANAGEMENT AND REFERENCES:**

This policy shall be assessed in 3 years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Council  
Approval Date: February 8, 2011

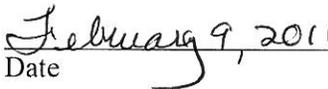
Revision Approval Dates:  
Review Due: February, 2014

Policy Manager: Legislative and Legal Services  
Department Contact: Chief Legislative Officer

Legal References:  
Cross References: Promise of Performance

  
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Mayor

  
\_\_\_\_\_  
Chief Legislative Officer

  
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Date