



Policy Section 2: BOARD STRUCTURE AND RESPONSIBILITIES

Policy #: 2.6.2

Policy: Chief Executive Officer's Performance Evaluation Committee Terms of Reference

Revision: Rev 3

Approval: August 10, 2022

**TERMS OF REFERENCE
CHIEF EXECUTIVE OFFICER'S PERFORMANCE EVALUATION COMMITTEE**

1. Purpose:

- 1.1 The Chief Executive Officer's (CEO) Performance Evaluation Committee oversees the compilation and delivery of the CEO's annual performance evaluation using the Annual Performance Appraisal and Development- Chief Executive Officer (APAD) process.

2. Responsibilities:

- 2.1 Ensure that a review of the CEO's performance is carried out annually. The Committee is led by the Board Chairperson.
- 2.2 Ensure that the most recent performance evaluation (APAD) is reviewed with the CEO with emphasis on the outcomes from the current years goals and the goals defined for the coming year.
- 2.3 With reference to the CEO's Job Description and the Board's Strategic Goals, the Committee will ensure that:
 - a. The full CEO evaluation is completed annually using the APAD process.
 - b. Ensure that the CEO annually presents to the Board of Director's for approval the outcomes from the current years goals and the goals defined for the coming year as outlined in the APAD.
 - c. The CEO provides the Board with a Mid-Year Review of the goals defined in the APAD with the aim of informing the Board of progress toward them and any significant issues which may impact the weighting of these goals or preclude successfully attaining the agreed outcomes.

- d. Ensure that the critical dates identified in the APAD are adhered to by the CEO and Committee.
- 2.4 Ensure the CEO's Job Description, Board Policy 3.2 – Grievance against the Chief Executive Officer and APAD process are reviewed annually.
- 2.5 Ensure that APAD Section 3: Action Plan for Growth and Development is developed jointly, including the proposed use of annual Personal Development funding and any accumulated amounts to a maximum of \$7500, and mutually agreed upon by the Committee and CEO.
- 2.6 Ensure that all self-evaluation aspects of the APAD are completed and reviewed with the CEO by the Committee prior to the CEO's presentation to the Board of Directors.
- 2.7 The Committee will present a report on the completed APAD to the Board of Director's (in-camera) including any recommended changes to the CEO's remuneration and/or benefits package following the CEO's presentation to the Board.
- 2.8 Ensure that any Board direction regarding the APAD review and any changes to the CEO's remuneration and /or benefits package are discussed with the CEO and administratively actioned.
- 2.9 Ensure that the CEO's Personal Information and the APAD are handled in a confidential manner in accordance with Board Policy 2.4 – Confidentiality of Information.

3. Structure:

- 3.1 The Committee will consist of the Board Chairperson and at least two other Directors.
- 3.2 The Committee reports to the Board of Directors.
- 3.3 The Committee will meet in person, as required, to ensure the responsibilities described above and critical dates identified in the APAD are met.
- 3.4 The Committee may perform some of its responsibilities described above via electronic means (i.e., email) as agreed by the committee.

4. Accountability:

- 4.1 The Chief Executive Officer's Performance Evaluation Committee is accountable to the Board of Directors.

5. Record of Amendment:

Revision #	Summary of Revision	Date Approved
Rev 0	Original Issue	April 25, 2017
Rev 1	Rewritten to reflect APAD process	February 25, 2020
Rev 2	Reviewed and Updated	April 27, 2021
Rev 3	Changed Executive Director to Chief Executive Officer	August 10, 2022