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**TITLE:** CEO Performance Management Framework and Guidelines **POLICY:** B-2019

<b>COMMITTEE:</b> Human Resources & CEO Performance Management Committee	<b>PASSED:</b> May 11, 2010
<b>TOPIC:</b> Board Management/ Governance	<b>AMENDED:</b> September 13, 2016
	<b>REVIEW PERIOD:</b> As required.

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## Purpose

The Board of the Edmonton Public Library (EPL) is responsible for the annual performance evaluation of the Chief Executive Officer (CEO).

This framework and supporting guidelines outline the evaluation process of the CEO.

A Performance Management Framework consists of:

- CEO Performance - Compensation Guidelines Policy
- CEO Performance - Procedures and Timetable (Appendix A)
- CEO Performance – Performance Evaluation Template (Appendix B)

The CEO's performance evaluation is based on the CEO's Job Description, the Strategic and Business Plan achievements, overall organizational performance, and the CEO's annual goals.

## Policy

The Human Resources and CEO Performance Management Committee is responsible for developing, implementing and overseeing the CEO's Performance Management Framework and Guidelines.

The Board will utilize a performance evaluation survey instrument (to be confirmed by the Board at the beginning of the performance management cycle) as the foundation for the CEO evaluation. Using the evaluation survey results along with a guided discussion among the Board of Trustees, the Board will finalize an evaluative narrative that clearly articulates the Board's assessment of the CEO's performance.

## Roles and Responsibilities of EPL Board Members

- Develop an understanding of the CEO Job Description, including competencies required.

- Provide constructive and effective feedback regarding the CEO's goals and timelines, and progress in reaching these goals.
- Evaluate the CEO's performance on an annual basis as set out in Appendix A.
- Complete the CEO performance appraisal and determine the CEO compensation for the coming year in accordance with the CEO Compensation Framework policy.
- Mentor, guide and support the CEO in meeting his/her individual and EPL Business Plan and other organizational goals

## **Changes to CEO Compensation as a Result of the CEO Performance Appraisal**

Once the Board has completed the CEO Performance Evaluation, the Board will determine any changes to the CEO compensation for the coming year, in accordance with the CEO Compensation Framework.

## **Related Board Policies**

[CEO Performance - Compensation Guidelines, B-2018](#)  
[Appendix A - CEO Performance - Procedures and Timelines](#)  
[Appendix B – CEO Performance Evaluation Instrument](#)