

Appendix A (CEO Performance Management Framework Policy) CEO Performance Evaluation - Procedures and Timetable (B-2019)

The Board will conduct a performance appraisal of the CEO on an annual basis.

January

- CEO completes annual report and distributes to Executive Team and Board of Trustees Evaluation Committee Chair by the end of January.

February

- CEO distributes annual Business Plan Annual Report to Executive Team and Board of Trustees.
- The Chair of the HR and CEO Performance Evaluation Committee sends the CEO Performance Appraisal Survey to the Executive Team and the Board of Trustees along with the CEO's annual report and Business Plan Annual Report. *These documents will assist evaluators in completing the performance evaluation instrument.*
- The CEO, Executive Team and Board of Trustees complete CEO performance appraisal survey three weeks prior to the March Board meeting which deals with the CEO Performance Evaluation.
- The CEO submits performance objectives for the current year to the Board for review, comments and approval.
- The HR and CEO Performance Evaluation Committee Chair summarizes the feedback from the Executive Team and the Board of Trustees. This information will be incorporated into the final performance appraisal.

March

- HR and CEO Performance Evaluation Committee Chair prepares CEO performance appraisal package to be sent out with the March Board package (document to be placed in separate sealed envelope).
- The Board discusses *in camera* the CEO's performance using the Board's Performance Appraisal Template and compensation information.
- CEO, Board Chair and HR and CEO Performance Evaluation Committee Chair hold a performance appraisal meeting at which the Board's evaluation and recommendations will be discussed, along with

the proposed compensation package.

- If agreement is reached, the HR and CEO Performance Evaluation Committee recommends formal Board approval at the April Board meeting. If consensus is not achieved, a new offer can be discussed *in camera* at the May Board meeting.

April

- The Board Chair provides the CEO with a formal performance appraisal letter and offer of compensation, based on their previous discussion.
- COLA is added to the CEO base salary.
- CEO salary and benefit changes take effect as of January 1 of the current year.
- If necessary, the CEO adjusts annual goals based on feedback from the performance review for the Board for review, comments and approval.

July

- The CEO submits a brief mid-year progress report to the Board including any necessary adjustments to goals and timelines.

July – September (at least every three years)

- The HR and CEO Performance Evaluation Committee ensures that a peer group survey (of compensation) is conducted and any other related information is collected. The HR and CEO Performance Evaluation Committee reviews the compensation information and make appropriate recommendations to the Board at the November meeting.

October/November

- The peer group survey and the local compensation information is completed and the salary range maximum and minimum set according to policy. If no peer group survey has been done, then the CEO salary range may be adjusted because of a change to the City of Edmonton General Manager salary maximum.

NOTE: Documentation relevant to the CEO's performance will be kept in a confidential file held by the Chair on behalf of the Board. Individual responses will be destroyed.