

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.

February

- The CEO provides the Business Plan Annual Report and report on annual goals (if applicable) for inclusion in the February Board meeting package.
- Following the February Board meeting, the Chair of the Board sends the CEO Performance Appraisal Survey link, the Business Plan Annual Report and CEO report on annual goals (if applicable) and draft current year goals (as applicable) to the Executive Team and the Board of Trustees. *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 at which time the CEO Performance Evaluation and draft CEO goals for the current year are discussed *in camera*.
- 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 a summary of the evaluation results to be shared verbally with the Board.
- The Board discusses *in camera* the CEO's performance using the the summary prepared by the HR and CEO Performance Evaluation Committee Chair.
- The CEO, Board Chair and HR and CEO Performance Evaluation Committee Chair hold a performance appraisal meeting at which the Board's evaluation and recommendations for merit will be discussed.

April

- The Board Chair provides the CEO with a formal performance appraisal letter and merit increase (as applicable), based on the discussion with the CEO, Board Chair and Chair, HR and CEO Performance Evaluation Committee.

- An economic increase is added to the CEO base salary (as applicable and in alignment with EPL management and City of Edmonton Management as per Board motion).
- Any changes to the 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 – September (every five 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 makes appropriate recommendations regarding the CEO's salary range and other compensation 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.*