

TITLE: CEO Performance Management Framework and Guidelines		POLICY: B-2019	
COMMITTEE:	HR & CEO Performance Management	PASSED:	May 11, 2010
		AMENDED:	February 20, 2024
TOPIC:	Board Management/ Governance	REVIEWED:	February 20, 2024
		REVIEW PERIOD:	Every 3 years

Purpose

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

This framework outlines the evaluation process of the CEO and is complemented by the CEO Performance - Compensation Framework and Guidelines Policy.

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 overall organizational performance, the CEO's annual goals, Strategic and Business Plan goals, and progress and timelines in reaching these goals.

- Evaluate the CEO's performance on an annual basis as set out in the performance appraisal timelines and guidelines.
- Complete the CEO performance appraisal and determine the CEO compensation for the coming year in accordance with the CEO Compensation Framework and Guidelines Policy.
- Mentor, guide and support the CEO in meeting their individual, 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 – Management Framework, B-2018