

**PERFORMANCE EVALUATION PROCESS FOR
THE CHIEF EXECUTIVE OFFICER**

I. INTRODUCTION

- A. The evaluation of the Chief Executive Officer (the “CEO”) is one the most important responsibilities of the Board. The evaluation process provides a formal opportunity for the Board and CEO to have a constructive discussion regarding the performance of the Authority and the CEO’s leadership of the organization.
- B. The Board works through the Governance & Human Resources Committee (the “Committee”) in implementing the evaluation process although the Board is involved in approving CEO objectives and reviewing the final evaluation.

II. BENCHMARKS

The following documents constitute the benchmarks against which the review takes place:

- A. A written statement of the CEO’s personal goals for the year under review. These goals have been agreed to by the CEO and the Board at the beginning of the year under review.
- B. The Authority’s performance of against the:
 - (i) Strategic plan; and
 - (ii) Annual operating and capital plans.
- C. Board approved Accountability Document for the CEO, which is found in the Board Manual (Tab 7).

III. THE PROCESS

- A. The Committee is charged with leading and implementing the CEO evaluation.
- B. At the beginning of the review period the Committee reviews and the Board approves the CEO's objectives.

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- C. The Committee is best equipped to undertake its assessment of the CEO if its members know how the CEO has evaluated his/her performance against the agreed upon objectives of the previous year and the strategic, operating and capital plans.
- D. The CEO's self-appraisal shall be in written form.
- E. The self-appraisal is discussed by the CEO with the Governance & Human Resources Committee Chair in advance of the Committee's ensuing evaluation of the CEO.
- F. Once the Committee has received and discussed the self evaluation:
 - i) each Committee member contributes his/her assessment of the CEO's performance to the Board Chair; and
 - ii) these individual assessments are then consolidated by the Board Chair into a statement from the Board to the CEO.
- G. The Board Chair discusses the summary with the full Board before meeting with the CEO;

IV. TIMING AND RESPONSIBILITIES

<i>Activity</i>	<i>Who</i>	<i>When</i>
(a) The CEO develops a set of goals and objectives that are reviewed by the Committee and approved by the Board.	- CEO - Committee - Board	
(b) The CEO writes self-appraisal and submits to the Committee.	- CEO	

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(c) The CEO discusses self-appraisal with the Committee and the Committee members submit their assessments of the CEO to the Board Chair.	<ul style="list-style-type: none"> - CEO - Committee - Board Chair 	
(d) Input from the Committee is summarized by the Board Chair and reviewed with the full Board.	<ul style="list-style-type: none"> - Board Chair - Board 	
(e) The CEO's Review.	<ul style="list-style-type: none"> - Board Chair - Committee Chair - CEO 	