



	Policy/Procedure Name:	President and Chief Executive Officer and Chief of Staff Performance Evaluation
Manual: Governance	Number:	
Section: Leadership	Effective Date:	07 JUN 2007
Pages: 1 of 2	Revision Date:	11 MAR 2022

Purpose

This policy outlines the performance evaluation process for the President and Chief Executive Officer and the Chief of Staff.

Scope

The policy pertains to Muskoka Algonquin Healthcare (MAHC) Board of Directors, President and Chief Executive Officer and the Chief of Staff.

Policy

The Board is responsible for appointing the President and Chief Executive Officer and the Chief of Staff as well as managing and evaluating their performance. Performance evaluation of the President and Chief Executive Officer and the Chief of Staff is the process of reviewing and evaluating their performance based on progress towards mutually agreed upon objectives. The performance review process also provides an opportunity to collaboratively develop the Corporation’s priorities for the next fiscal year, and if needed, to plan strategies to support the President and Chief Executive Officer and the Chief of Staff.

Upon the recommendation of the Performance Management Committee, the Board will annually establish measurable annual performance objectives in cooperation with the President and Chief Executive Officer and the Chief of Staff, assess President and Chief Executive Officer and Chief of Staff performance, and determine President and Chief Executive Officer and Chief of Staff compensation within the parameters of applicable contracts, policies, and legislation and directives. Annual performance objectives will include some that are specific to the achievement of any at risk pay components of total compensation.

Process

- Annually in February, the President and Chief Executive Officer and Chief of Staff will develop annual performance objectives on a standard form for initial discussion with the Performance Management Committee, which will then recommend the performance objectives to the Board for approval.
- The Performance Management Committee will undertake a review of the President and Chief Executive Officer and Chief of Staff performance against the performance objectives semi-annually (mid-year review and year-end review). The Performance Management Committee may from time to time engage an external vendor to conduct the year-end performance review of the President and Chief Executive Officer and the Chief of Staff.

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- The Chair will solicit feedback on a standard form on the performance of the President and Chief Executive Officer and the Chief of Staff and document such feedback in writing. Feedback will be solicited from the following stakeholders:

President and Chief Executive Officer	Chief of Staff
<ul style="list-style-type: none"> All Directors 	<ul style="list-style-type: none"> All Directors
<ul style="list-style-type: none"> All senior leadership team members 	<ul style="list-style-type: none"> All senior leadership team members
<ul style="list-style-type: none"> Two Credentialed Staff members, as determined by the Performance Management Committee 	<ul style="list-style-type: none"> All Medical Advisory Committee members

- The President and Chief Executive Officer and the Chief of Staff will complete a self-evaluation on a standard form and will annually present the year-end results of their performance objectives to the Performance Management Committee, which will form a portion of the year-end performance review.
- The Chair will consider all feedback and self-evaluations and review and provide a draft report to the Performance Management Committee in an *in camera* session on the President and Chief Executive Officer's and Chief of Staff's performance relative to the achievement of their performance objectives.
- On the recommendations of the Performance Management Committee, the Chair will document the performance review and provide a report to the Board in an *in camera* session on the President and Chief Executive Officer's and the Chief of Staff's performance relative to the achievement of their performance objectives.
- The Chair will communicate the results of the performance evaluations to the President and Chief Executive Officer and to the Chief of Staff, respectively.

Notes

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