
	Manual Corporate	Cluster Governance
	Theme Hospital Operations	Number 00435
President and CEO Evaluation and Compensation		

Preamble

The Board of Trustees of the Hospital recognizes that ensuring a regular performance evaluation of the President and CEO is a primary Board responsibility and the Board is committed to ensuring that such a review of its CEO takes place on an annual basis based upon Board-approved principles and procedures. The primary purpose of this performance evaluation is to ensure high quality administrative and management leadership of the Hospital and to support an effective working relationship between the Board and the CEO.


Policy Statement

This policy sets out the principles and procedures for the annual evaluation process of the President and CEO

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Procedure:


- (1) The evaluation of the President and CEO shall occur annually;
- (2) The evaluation of the President and CEO will be carried out by a Performance and Compensation committee established annually by the Board (the "Committee") not later than March of each year, which will be chaired by the Board Chair. The Committee will include a minimum of five trustees. All vice chairs of the Board must be members of the Committee;
- (3) The Chief People and Culture Officer will undertake a thorough compensation review including salary and benefits with relevant market survey results, incentive bonus including results from the Quality Improvement Plan, and impact of other relevant legislation (See Board policy BG-025) and make recommendations on all of the above to the Committee and otherwise provide all required executive support to the Committee at the request of the Chair (e.g. attendance at Committee meetings, attendance at in camera meetings of the Board in relation to compensation);
- (4) All members of the Board, and such other individuals with relevant information as the Committee determines (e.g. Chair, Holland Bloorview Kids Rehabilitation Hospital Foundation Board of Directors; Family Advisory Committee Co-Chairs, Senior Management Team), will be asked to have input into the President and CEO evaluation using a multi-rater evaluation tool unless the Board otherwise determines;
- (5) Evaluation criteria will be based upon (a) goals and objectives developed by the President and CEO and approved by the Board, (b) current job responsibilities, (c) applicable accreditation standards (d) the President and CEO's leadership skills and competencies, (e) performance against the Quality Improvement Plan;
- (6) Not later than April in each year, the President and CEO will produce an annual report, in a form approved by the Committee in consultation with the President and CEO which will, in all events, highlight the accomplishments of the President and CEO's Board-approved goals and other responsibilities including the results of the Board-approved QIP. The said annual report will be presented to the Board.
- (7) The Chair and at least one other member of the Committee (most likely a Vice Chair) will review the annual report with the President and CEO. This annual report will form the basis for the multi-rater evaluation tool to be used in the input process.
- (8) The Committee, in consultation with the President and CEO, will thereupon finalize the multi-rater evaluation tool to be used by the Committee in order to seek input from various parties.
- (9) The Committee will review the results of the multi-rater evaluation, input from any other parties and recommendations from the Chief People and Culture Officer in regards to compensation (including any variable pay). The results of this review and recommendations developed by the Committee on goals, professional development and compensation will be compiled by the Chief People and Culture Officer (the "Preliminary Report").
- (10) The Committee, or, if the Chair so elects, the Chair and at least one other Committee member (most likely a Vice Chair), will discuss the Preliminary Report with the President and CEO and seek feedback on the preliminary report from the President and CEO. The preliminary report should include, without limitation, (i) recommendations related to compensation, (ii) recommendations related to the President and CEO's development, and (iii) any recommendations relating to the future goals for the President and CEO.
- (11) The Committee will then proceed to finalize its report to the Board, (the "Final Report") including its recommended compensation of the President and CEO.
- (12) The President and CEO, in consultation with the Committee, will prepare performance goals and objectives for the forthcoming year and such goals and objectives will be presented to the Board for its

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approval.

(13) The Chair will report to the Board upon the completion of the process, and confirm to the Board that all aspects of this Policy have been complied with. The Chair will present the Committee's recommendation to the Board for approval in a closed meeting of the Board.

(14) The Chair and at least one other member of the Committee (most likely a Vice Chair) will meet with the President and CEO to review the final report and decision of the Board and will confirm the results of this meeting in writing to the President and CEO.

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Policy Lead	Issued Date
Julia Hanigsberg	Jan 01, 1998
Committee Chair	Review Date
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Committee Member(s)	Review Date
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Authorizer	Review Date
Julia Hanigsberg	January 7, 2020
Authorizer's Signature	
Board Chair Signature	
	
William Onuwa, Board Chair	