

 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé</p> <p>POLICY</p>	<p>REGIONAL</p> <p>Applicable to programs, departments and services of the WRHA governed sites only and WRHA integrated sites, unless specifically exempt as stated within a given policy.</p>		Level: 2A
	Policy Name: WRHA President and CEO Performance Evaluation	Policy Number: 10.00.105	Page 1 of 3
	Approval Signature: <i>Original signed by the Board Chair, Pat Solman</i>	Section: Governance & General Administration	
	Date: April 26, 2022	Supercedes: N/A	

1.0 **PURPOSE:**

1.1 The evaluation of the President and Chief Executive Officer (the “CEO”), and providing timely feedback, is one of the most important responsibilities of the WRHA Board of Directors (the “Board”). As part of this, the Board is responsible for establishing measurable annual performance expectations in collaboration with the CEO and in evaluating the performance of the CEO. This policy sets out processes to support the Board in fulfilling this responsibility.

2.0 **DEFINITIONS:**

2.1 Not Applicable.

3.0 **POLICY:**

3.1 Performance evaluation of the CEO is the process of reviewing and evaluating performance based on progress towards mutually agreed upon goals and objectives. It provides a formal opportunity to recognize the CEO’s level of performance, to collaboratively develop the priorities for the next year and to plan strategies to support the CEO’s leadership of the organization. It also provides the Board an opportunity to discuss expectations with the CEO and address core competencies and personal development goals.

3.2 The Board will annually evaluate the performance of the CEO. The Chair is responsible for leading and implementing the CEO evaluation process, supported by the Vice Chair.

3.3 The Board delegates responsibility to the Governance and Nominating Committee to oversee the performance evaluation process, and review and update of forms and documents related to the CEO Evaluation process.

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4.0 **PROCEDURE:**

4.1 There will be four main components to the CEO evaluation process: objective setting, a mid-year check-in, formal assessment, and reporting. These components, described in more detail below, will follow a set schedule annually. The monthly schedule is subject to variation depending on the timing of CEO on-boarding:

Objective setting (January/February)
Mid-year check-in (September/October)
Assessment (April/May)
Reporting (June)

4.2 **CEO Objectives**

1. The Governance and Nominating Committee (“GNC”) will meet with the Chair and Vice Chair to provide input into the CEO objectives to initiate the process.
2. The Chair and Vice Chair will work together with the CEO to prepare and review the CEO’s written statement of objectives.
3. The GNC will then review and provide input to the Chair and Vice Chair on the objectives prior to full Board review and approval.
4. Following Governance and Nominating review, the Chair provides the Board with an update on the discussion and process to date and provides directors with a copy of the CEO’s objectives for review and approval.

4.3 **Assessment**

- The Board will undertake a review process involving input from direct reports, colleagues and stakeholders in its evaluation of the CEO’s annual performance, led by the Chair and engaging the GNC for process oversight and review:
 - The CEO will submit a written self-evaluation to the Governance and Nominating Committee, assessing performance with respect to the performance evaluation form set by the Board;
 - The Evaluation form will be distributed to the direct reports of the CEO;
 - The Evaluation form will be distributed to the Board members;
 - At the discretion of the GNC, a selection of other stakeholders may also be asked for input.
- The Board Chair will be responsible for summarizing the results of the evaluation process from all sources, reporting back to the GNC to review the results.

4.4 **Reporting**

- A report the performance evaluation results prepared, by the Chair and Vice Chair, will be reviewed by the GNC.
- The CEO self-assessment and the performance evaluation report are subsequently discussed by the Chair and Vice Chair with the CEO.
- The Chair and Vice Chair will then discuss the evaluation, and the CEO’s feedback, with the Board.

4.5 **Monitoring**

- Mid-Year Check in on progress
- Review of Policy (annually)
- Completion of CEO performance evaluation (annually)
- Review of performance evaluation framework and related documents (annually)

5.0 **REFERENCES:** N/A

Policy Contact: *Board Chair*