

Document Name:	CEO and COS Performance Evaluation		
Document Number:	BOD.02.004.0.25		
Review Period:	<input checked="" type="checkbox"/> 3 years <input type="checkbox"/> 1 year	Manual: Governance Policy Manual	
Classification:	Board of Directors	Section: Leadership	
Owner: Board Chair	Signing Authority: Board of Directors		

POLICY STATEMENT:

This policy outlines the process and responsibilities for the annual performance evaluation of the Chief Executive Officer (CEO) and the Chief of Staff (COS). The evaluation ensures accountability, alignment with strategic goals, and continuous leadership development. It reflects the Board's commitment to good governance, transparency, and performance excellence.

This policy applies to the performance evaluation of the CEO and COS of Hôpital Glengarry Memorial Hospital, overseen and conducted by the Executive Committee of the Board of Directors.

PROCEDURE:

The Executive Committee will annually review the process of soliciting input prior to the completion of the performance evaluation process. Each year, the committee will complete the evaluation using the following procedure:

1. The CEO and COSs personal business commitments will be established at the beginning of the year and reviewed semi-annually and prior to the completion of the performance evaluation.
2. The CEO and COS will complete a self-evaluation for the review with the committee.
3. The committee will determine the list of participants in the review. Each board member will have an opportunity for input.
4. The committee will meet to review all relevant factors that will go into the final evaluation. This will include:
 - a. A review of the CEO and COSs annual goals and priorities.
 - b. A review of the progress of strategic planning initiatives against approved targets.
 - c. Input from stakeholders.
 - d. An anecdotal review of major events and milestones of the past year.
5. Some of these items will be measurable, but many will require the exercise of judgment by the committee members. This judgment must be exercised in good faith in a manner

Effective: Oct 2025	Last review: Oct 2025	Next review: Oct 2028
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consistent with the mission, vision and values.

6. At a final meeting with the CEO and COS, the committee will review its determinations, review the self-assessments, and finalize the evaluation.
7. At this point, the committee will meld the results of the evaluation with the incumbent's position relative to the target compensation peer market. A recommendation to the board will include this review and the comparison between relative market position and relative performance.
8. The report to the board will include a one-page summary of the process and outcomes and recommendations.
9. Following approval, the committee will work with the CEO and COS to set goals and priorities for the coming year.

REFERENCES:

1. OHA Guide to Good Governance
2. Executive Compensation Framework