

## Performance Review of General Manager

<b>Date Approved by Board:</b> 2016.09.22	<b>Resolution No.:</b> 16 126
<b>Lead Role:</b> Board Chairperson	<b>Replaces:</b> N/A
<b>Last Review Date:</b> N/A	<b>Next Review Date:</b> 2019.09.22

### **Policy Statement**

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In accordance with its By-law 1B/2013, the Board of Directors of the Commission will employ a full-time, General Manager to provide operational and administrative leadership for the organization, and be responsible for its effective, efficient and regulatory compliant operations. The General Manager will report to the Board.

In order to ensure that the performance of the General Manager is aligned with the Board's expectations, and the organization's Strategic Plan, in the execution of his/her mandated responsibilities, the Board will conduct an annual written performance review of the General Manager.

Accordingly, the Board has adopted this Policy, with its Guidelines.

### **Guidelines**

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1. The General Manager will be aligned with the Board's expectations and the organization's Strategic Plan, and will comply with the organization's Code of Ethics, and policies and procedures.
2. The Board of Directors will conduct an annual performance review of the General Manager. Such review will be unbiased, written and confidential.
3. The annual performance review will follow the guidelines of the Pay-for-Performance and Performance Management system, including comparison to annual agreed benchmarks used for the Annual Incentive Program. (AIP). The review will also include a confidential internal and external 360 degree review of the General Manager by related stakeholders.
4. The General Manager will participate in the review and be provided an opportunity for input and comment.
5. The annual performance review will normally take place at the time of the AIP review in February. It will review past annual performance and set performance parameters for the upcoming year.
6. The Board's annual performance review will be final.

**Roles and Responsibilities, Procedures, Forms and Related Policies**

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1. The implementation of this Policy will be through the Board Chairperson.
  
2. Related policies:

By-law 1B/2013	Operations and Administration
HUM-001	Code of Ethics and Responsibilities
BRD-015	Recruitment and Selection of General Manager
BRD-016	Employment and Compensation of General Manager
  
3. Appendices:  
n/a