

Policy Type: Board-CEO Delegation (BCD)

Policy No.: BCD 06

Policy Title: CEO Evaluation Process

Date Originated: January 2023

Date Last Reviewed/Revised: May 2023

Last Approved by Board Motion: #23.44 on May 25, 2023

1. POLICY STATEMENT

The Board is required to have an annual formal evaluation of the CEO/Director of Public Libraries (CEO). This policy outlines the established framework for the performance review to ensure consistency from year to year and from Board to Board.

2. POLICY ELEMENTS

The annual process shall consist of the following steps:

1. Form a CEO Evaluation Committee:
 - a. The CEO Evaluation Committee will include the Board Chair, a Board Vice Chair, and 1-2 additional Board members.
 - b. The call out for committee members will be made at the January Board meeting by the Board Chair.
2. Set and Review Performance Measures and Annual Targets:
 - a. Consultation between the CEO and the Committee, shall result in the selection of the CEO performance measures and targets for the year. Targets and measures to be confirmed in March.
 - b. At the end of June, the CEO Evaluation Committee reviews the mid-year measures against annual targets.

3. Complete the Annual Evaluation Document:

- a. By early December, the CEO completes the evaluation document and submits it to the Board Chair.
- b. The Board Chair and the CEO Evaluation Committee meet in early December to review the completed evaluation document.
- c. The CEO Evaluation document is shared with the full Board to gather input on the CEO performance prior to an in-camera Board meeting.

4. Review and Finalize CEO Performance Document:

- a. An in-camera session will be held for the Board in December to review and finalize the CEO Performance document either as a special meeting of the Board or as part of a regular meeting. Refer to the Pickering Public Library Board By-Laws (Section 3.9) for information on In-Camera sessions.
- b. The City Clerk or Deputy City Clerk will be invited to be the recording secretary at this in-camera meeting. The recording secretary will be responsible for preparing and distributing the public and confidential sets of minutes for this meeting.
- c. Upon ratification of decision(s) made during the in-camera session, the CEO performance document will be finalized by the Board Chair.
- d. The Board Chair reviews the finalized CEO performance document with the CEO.
- e. The Board Chair forwards the final, signed CEO performance document to the Director of Human Resources, City of Pickering, for documentation and action.