

## Monitoring Executive Performance

<b>Policy Section:</b> Council-CEO/Registrar Relationship	<b>Policy Number:</b> CR-2	<b>Approved By:</b> Council
<b>Regular Council Policy Review Frequency:</b> Every five years	<b>Date Approved:</b> February 3, 2000	<b>Date Reviewed/Revised:</b> September 11, 2020

### Purpose:

To outline the accountability relationship between the Council and the CEO/Registrar.

### Policy:

- 1) The CEO/Registrar shall be appointed by and responsible to the Council.
- 2) All Council authority delegated to staff and the resultant accountability is delegated through the CEO/Registrar.
- 3) The Council will direct the CEO/Registrar to achieve certain results, for certain recipients, at a certain cost, through the establishment of Public Benefit (Strategic Directions) Policies. The Council will limit the latitude that the CEO/Registrar may exercise in practices, methods, conduct and other "means" to achieve the Public Benefit (Strategic Directions) Policies through establishment of Executive Expectations policies.
- 4) The CEO/Registrar is authorized and required to establish all administrative policies, make all decisions, take all actions and develop all activities, provided the CEO/Registrar uses any reasonable interpretation of the Council's Public Benefit (Strategic Directions) Policies and Executive Expectations policies.
- 5) The Council may change its strategic directions and executive expectations policies, thereby shifting the boundary between Council and CEO/Registrar domains. As long as any particular delegation is in place, the Council and its members will respect and support the CEO/Registrar's choices. This does not prevent the Council from obtaining information in the delegated areas.
- 6) Only decisions of the Council acting as a body are binding upon the CEO/Registrar.
  - a) Decisions or instructions of individual Council members, officers, or committees are not binding on the CEO/Registrar except in rare instances when the Council has specifically authorized such exercise of authority (e.g. the Council could authorize the Council Chair to exercise certain authority or request information or assistance from the CEO/Registrar).
  - b) In the case of Council members or committees requesting information or assistance without Council authorizations, the CEO/Registrar can refuse such requests that require in the CEO/Registrar's judgment – a significant amount of staff time or funds or is disruptive



- 7) A given policy will be monitored in one or more of three ways:
  - a) Internal report: Documentation of compliance and methods of achievement to the Council from the CEO/Registrar.
  - b) External report: Documentation of compliance by an impartial, external auditor, inspector or judge who is selected by and reports directly to the Council. Such reports must assess executive performance only against policies of the Council unless the Council has previously indicated that party's opinion to be the standard.
  - c) The Governance Committee: The Governance Committee will be responsible for establishing a regular cycle for policy review/monitoring. Recommended changes to policy and/or instances of policy non-compliance will be brought forward to the Council as part of routine reports.
  
- 8) The Annual Performance Evaluation of the CEO/Registrar is based upon the monitoring of the Public Benefit (Strategic Directions), Vision, Mission, and Executive Expectation Policies and the CEO/Registrar Position Description Policy. This process will be completed by the end of March annually (refer to the CEO/Registrar Performance Evaluation Policy (CR-8) which provides a detailed outline of the process).
  
- 9) Only the Council acting as a body can employ, terminate, discipline, or change the conditions of employment of the CEO/Registrar.