

CEO/Registrar Performance Committee Terms of Reference

Regular Review Frequency: Every three years	Approved by: Council
Date Approved: September 9, 2010	Date Reviewed/Revised: March 23, 2023

Mandate/Purpose:

This Committee has a mandate to assist the Council in conducting its annual performance evaluation of the CEO/Registrar. This ensures the Council is fulfilling its obligation of keeping the CEO/Registrar well informed regarding their overall performance.

Responsibilities and Products:

1. The Committee will prepare the CEO/Registrar Annual Summary Performance Evaluation and report in accordance with Council policies GP-19 Council Monitoring Process of the CEO/Registrar and the CR-8 CEO/Registrar Performance Evaluation Policy.
2. The Council will review a summary of all the Council's decisions related to all the Monitoring Reports received that year and provide input. The Committee will create a report that shall be based on full Council input on the monitoring of the College's achievement of strategic objectives, Executive Expectation Policies and Council-CEO/Registrar Relationship Policies, direct Council observation, and the current CEO/Registrar position profile.
3. The Annual Summary Performance Evaluation Report is shared with the Council for confirmation and approval.
4. It is the responsibility of the Committee to meet with the CEO/Registrar to share the Council's overall evaluation of CEO/Registrar performance.
5. Every three (3) to four (4) years, the Committee may conduct a broader appraisal by both internal (staff and Council) and external stakeholders. The Committee may recommend to Council that this broader appraisal be held sooner, if there is a need.
6. The annual performance review of the CEO/Registrar shall occur following the completion of the fiscal year and following the end of year Strategic Plan Monitoring Report but no later than the end of March the following year.
7. The Committee will use the CEO/Registrar Performance Evaluation (CR-8) to develop the annual compensation for the CEO/Registrar.

Composition (Positions):

1. The Council Chair.
2. Two current Council Members, one of whom shall be a public representative.

This Committee is appointed by full Council. The Council Chair will chair the Committee.

Term:

Members of the Committee, who are Council Members, will cease to be on this Committee when they are no longer on Council.

Quorum:

Quorum for the Committee is the majority of Committee Members.

Authority and Reporting:

1. The sole authority of the CEO/Registrar Performance Committee is to facilitate the performance evaluation of CEO/Registrar.
2. This Committee reports to the full Council at least annually and before the performance evaluation is presented to the CEO/Registrar.
3. The outcome of the performance review will be determinative of any merit increase.

Note: Only the Council acting as a body can employ, terminate, discipline, or change the conditions of employment of the CEO/Registrar.

Meeting Schedule:

At least three meetings per year.

Staff Support:

The Committee will conduct this review independently or use the service of an independent third-party expert. No staff will be directly involved.