

**PERFORMANCE EVALUATION PROCESS FOR
THE CEO OF THE SHARED SERVICES CONTRACTOR**

I. INTRODUCTION

- A.** The evaluation of the CEO of the Shared Services contractor (the “CEO”) is one of the most important responsibilities of the Board. The evaluation process provides a formal opportunity for the Board and CEO to have a constructive discussion regarding the performance of the Corporation and the CEO’s leadership of the organization.
- B.** The Board works through the Management Services and Governance Committee (the “Committee”) in implementing the evaluation process although the Board is involved in approving CEO objectives and reviewing the final evaluation.

II. BENCHMARKS

The following constitutes the benchmarks against which the review takes place.

- A.** A written statement of the CEO’s Corporate Objectives (the “Objectives”) for the year under review. These Objectives have been agreed to by the CEO and the Board at the beginning of the year under review.
- B.** The Corporation’s performance against the:
 - i) Strategic plan;
 - ii) Service plan; and,
 - iii) Annual operating and capital budgets.
- C.** Board approved terms of reference for the CEO which are found in this Board Manual under Section 5.
- D.** Any other mutually agreed objectives.

III. THE PROCESS

- A.** The Committee is charged with leading and implementing the CEO evaluation.
- B.** At the beginning of the review period the Committee reviews, and the Board approves, the CEO’s Objectives.
- C.** The Committee is best equipped to undertake its assessment of the CEO if its members know how the CEO has evaluated his/her performance against the agreed upon Objectives of the previous year and the strategic, operating and capital plans.

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- D.** The CEO’s self-appraisal shall be in written form.
- E.** The self-appraisal is discussed by the CEO with the Committee in advance of the Committee’s ensuing evaluation of the CEO.
- F.** Once the Committee has received and discussed the self evaluation:
 - i) each committee member provides input on the CEO’s performance to the Board Chair; and,
 - ii) these individual assessments are then consolidated by the Board Chair onto a statement from the Board to the CEO.
- G.** The Board Chair and Committee Chair discuss the summary with the full Board before meeting to discuss the evaluation with the CEO.

IV. TIMING AND RESPONSIBILITIES

<i>Activity</i>	<i>Who</i>	<i>When</i>
a) The CEO develops a set of Objectives that are reviewed by the Committee and approved by the Board.	- CEO - Committee - Board	February/March for upcoming fiscal year
b) The CEO writes self-appraisal and submits to the Committee.	- CEO	April for previous fiscal year
c) Board Chair and/or Committee Chair to verbally update the Trust Board Chair on any preliminary performance concerns or observations	- Board Chair - Committee Chair	March/April
d) The CEO discusses self-appraisal with Committee and the Committee submits its assessment of the CEO to the Board Chair.	- CEO - Committee - Board	May Board Meeting
e) Board members complete CEO evaluation and submit to Committee Chair by email	- Board	Early June
f) Input from the Board is summarized by the Committee Chair and reviewed with the full Board via teleconference.	- Board Chair - Board	June for previous fiscal year
g) Board Chair and Committee Chair meet with CEO for final review.	- Board Chair - Committee Chair - CEO	June for previous fiscal year