



TO: Chair and Members of the Governance Committee

FROM: Laura Di Cesare, Director, Corporate Services

DATE: 2017 October 19

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**2016 MEDICAL OFFICER OF HEALTH / CHIEF EXECUTIVE OFFICER  
PERFORMANCE APPRAISAL**

***Recommendation***

*It is recommended that the Governance Committee receive Report 009-17GC and approve the modified 2016 performance appraisal process for the Medical Officer of Health / Chief Executive Officer.*

**Key Points**

- The Governance Committee Terms of Reference and the 2017 reporting calendar highlights that the MOH / CEO performance appraisal will be initiated in the second quarter of the calendar year.
- A sub-committee of the Governance Committee was formed in April to initiate the MOH / CEO 2016 performance appraisal.
- The appraisal completion date was delayed until the MOH / CEO returned to work following his medical leave.
- Given the length of the delay a streamlined appraisal process is being recommended for 2016.

**Background**

The Governance Committee is responsible for initiating the annual performance appraisal process for the Medical Officer of Health / Chief Executive Officer (MOH / CEO). Per [Report 006-17GC](#) a performance appraisal sub-committee was formed in April of 2017 in order to complete the performance appraisal process. The sub-committee formed consists of Mr. Jesse Helmer, Mr. Marcel Meyer, Mr. Ian Peer, and Mr. Trevor Hunter.

A performance appraisal tool and process which included utilizing a 360 feedback tool for input into the appraisal was also approved at the April meeting. However, given the extended medical leave of the MOH / CEO this process was not initiated. Given current timing it is recommended that the sub-committee streamline the appraisal process for 2016, specifically removing the 360 component. Instead the sub-committee would rely on the deliverables related to the strategic plan, the balanced scorecard, the MOH / CEO activity reports and financial reporting to complete their review. A summary document would be created by the sub-committee and once approved by the Board, the Board Chair along with a representative of the sub-committee would then meet with the MOH / CEO to discuss the results of the appraisal. The appraisal when completed will be signed and filed in a sealed envelope with Human Resources.

This report was prepared by the Corporate Services Division.

A handwritten signature in blue ink that reads 'Di Cesare'.

Laura Di Cesare, CHRE  
Director, Corporate Services