



## Manual: Board of Directors

<b>Title:</b>	EVALUATION PROCESS FOR THE CHIEF OF STAFF AND THE PROFESSIONAL ADVISORY COMMITTEE CHAIRPERSON	<b>No.:</b> CA-430
<b>Section:</b>	Evaluation Process	<b>Effective date:</b> 2022-06-21
<b>Issuing authority:</b>	Board of Directors	<b>Date of last revision:</b> 2021-06-22
<b>Approver:</b>	Board of Directors <u>Denis Pelletier, Acting President</u> 	<b>Approved:</b> 2022-06-21
<b>Facility(ies)/program(s):</b>		

### PURPOSE

1. Measure the performance of the Chief of Staff and the Professional Advisory Committee (PAC) Chairperson, using the performance review and development plan (see appendix), based on annual objectives approved by the Board of Directors (the "Board").
2. Provide feedback from the Board to the Chief of Staff and the PAC Chairperson to clarify expectations regarding their duties and support them in their professional development.

### POLICY

1. The Performance Review and Development Committee, composed of the Chairperson of the Board of Directors and the CEO, is responsible for the implementation of the annual evaluation process for the Chief of Staff and the PAC Chairperson.
2. The Chairperson and the CEO, in consultation with the entire Board of Directors, conduct an annual evaluation of the performance and development of the Chief of Staff and the PAC Chairperson. In this way, the contribution of the Chief of Staff and the PAC Chairperson to Vitalité Health Network's objectives over the past fiscal year is evaluated through a rigorous process and officially documented.
3. The performance and development evaluation process provides an opportunity to recognize the performance of the Chief of Staff and the PAC Chairperson and to collaboratively develop organizational priorities for the coming year to improve

strategic planning and support the Chief of Staff and the PAC Chairperson. The Board diligently evaluates performance and development based on the following:

- Chief of Staff
  - Responsibilities of the Chief of Staff as outlined in the By-Laws (B.13.5)
  - Performance review and development plan
  - Board policies
  
- Chair of the Professional Advisory Committee
  - PAC terms of reference
  - Performance review and development plan
  - Board policies

### Tool

The performance and development evaluation tool for the Chief of Staff and PAC Chairperson is used (Appendix CA-430 (1)).

### Evaluation process

1. The performance of the Chief of Staff and the PAC Chairperson is evaluated annually based on the fiscal year. The annual evaluation shall be completed by the end of the first quarter in the year following the one just ended.
2. The Board officially delegates this duty to the Board Chairperson and the CEO. The committee ensures that all members of the Board take part in the evaluation process during the acceptance and evaluation phases of the performance review and development plan.
3. The Committee evaluates the performance of the Chief of Staff and the PAC Chairperson using the performance review and development plan as established at the start of the year. The Committee reports to the entire Board on the evaluation and asks Board members for their feedback on the performance of the Chief of Staff and the PAC Chairperson. These comments are included in the evaluation of the Chief of Staff and the PAC Chairperson.
4. The Board may from time to time carry out an evaluation that factors in the opinions of internal and external stakeholders.

Responsibilities and timelines

Activity	Responsibility	Schedule
<p>a) The Chief of Staff and the PAC Chairperson develop a proposal for the performance review and development plan for input from the Performance Review and Development Committee.</p>	<ul style="list-style-type: none"> <li>• Chief of Staff</li> <li>• PAC Chairperson</li> </ul>	<ul style="list-style-type: none"> <li>• April</li> </ul>
Activity	Responsibility	Schedule
<p>b) The Performance Review and Development Committee validates the performance review and development plan and consults with all members of the Board of Directors for their feedback.</p>	<ul style="list-style-type: none"> <li>• Performance Review and Development Committee</li> </ul>	<ul style="list-style-type: none"> <li>• April</li> </ul>
<p>c) The Chief of Staff and the PAC Chairperson finalize the performance review and development plan based on the feedback received and submit the plan to the Performance Review and Development Committee for approval.</p>	<ul style="list-style-type: none"> <li>• Chief of Staff and Performance Review and Development Committee</li> <li>• PAC Chairperson and Performance Review and Development Committee</li> </ul>	<ul style="list-style-type: none"> <li>• May</li> </ul>
<p>d) The Chief of Staff and the PAC Chairperson conduct a mid-year self-assessment and meet with the Performance Review and Development Committee to discuss progress and make any necessary adjustments to the performance review and development plan.</p>	<ul style="list-style-type: none"> <li>• Performance Review and Development Committee and Chief of Staff</li> <li>• Performance Review and Development Committee and PAC Chairperson</li> </ul>	<ul style="list-style-type: none"> <li>• September</li> </ul>

<p>e) The Chief of Staff and the PAC Chairperson prepare an end-of-year self-assessment and submit it to the Performance Review and Development Committee.</p>	<ul style="list-style-type: none"> <li>• Chief of Staff</li> <li>• PAC Chairperson</li> </ul>	<ul style="list-style-type: none"> <li>• Late March, early April</li> </ul>
<p>f) The Performance Review and Development Committee meets with the Chief of Staff and the PAC Chairperson to evaluate their performance over the past year.</p>	<ul style="list-style-type: none"> <li>• Performance Review and Development Committee and Chief of Staff</li> <li>• Performance Review and Development Committee and PAC Chairperson</li> </ul>	<ul style="list-style-type: none"> <li>• April</li> </ul>
<p>(g) The Performance Review and Development Committee reports to the Board of Directors and obtains its feedback. It finalizes the evaluation with the CEO.</p>	<ul style="list-style-type: none"> <li>• Performance Review and Development Committee and CEO</li> </ul>	<ul style="list-style-type: none"> <li>• May</li> </ul>



Appendix CA-430 (1)

**Vitalité Health Network**

**Performance Appraisal Plan for the Chief of Staff and the Professional Advisory  
Committee (PAC) Chairperson**

**Components of the evaluation form**

The Performance Appraisal Plan is structured to ensure that goals and objectives are clearly stated, measures of success are realistic, attainable, and manageable by management staff, and results are monitored over time. When setting objectives, it is important to ensure that they are manageable. It is understood that environmental and economic factors may hinder the Network's ability to achieve the stated objectives. In such cases, the objectives would be reviewed and possibly revised during the period covered by the plan.

Name:

Date:

<b>PART I – Performance Evaluation Work Objectives (Strategic and Operational Execution)</b>			
<b>Performance Areas</b>	<b><i>Reference Frameworks and Measures of Success (Purpose, strategic directions and priorities, values, performance scorecard, roadmap, priority-project indicators, operational indicators, environmental/economic factors)</i></b>	<b>Achievements from April 1, 2025, to March 31, 2026</b>	<b>Comments from Board of Directors</b>

<b>PART I – Performance Evaluation</b>			
<b>Work Objectives (Strategic and Operational Execution)</b>			
<b>Performance Areas</b>	<b><i>Reference Frameworks and Measures of Success (Purpose, strategic directions and priorities, values, performance scorecard, roadmap, priority-project indicators, operational indicators, environmental/economic factors)</i></b>	<b>Achievements from April 1, 2025, to March 31, 2026</b>	<b>Comments from Board of Directors</b>

PART II: Priorities for the Coming Year Following Evaluation	

Authorization and Approval	
<b>Comments:</b>	
<b>Signature of Chief of Staff or PAC Chairperson:</b>	<b>Date:</b>
<b>Chairperson of the Board Directors:</b>	<b>Date:</b>