POLICY: Performance Appraisal of the Chief Executive Officer	# 826
SECTION: 800 : Personnel and Employee Matters	Page 1 of 2
APPROVAL/REVISION DATE: December 8, 2025	EFFECTIVE DATE: December 9, 2025
REVIEW DATE: December 8, 2030	
CROSS REFERENCE:	Education Act S 171 Duties and Powers of Boards Education Act, 283 Chief Executive Officer Education Act, S 283.1 Additional Duties of Chief Executive Officer Ontario Regulation 309 Supervisory Officers Municipal Freedom of Information and Protection of Privacy Act

POLICY STATEMENT

The Thunder Bay Catholic District School Board believes that an annual performance appraisal process for the Chief Executive Officer, provides a forum for constructive dialogue and exchange of information between the Chief Executive Officer and the Board of Trustees.

The policy establishes a standardized, fair and transparent framework for the annual performance appraisal process of the Chief Executive Officer by the Trustees. The process provides a structured opportunity for the Chief Executive Officer to receive feedback and identify concerns in a timely and supportive way to facilitate development, goal achievement and resolution.

The policy is in alignment with the TBCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ

A: POLICY

1. The Trustees and the Chief Executive Officer will jointly develop the content, process and the methods of data collection in compliance with O. Reg. 83/24. The Performance Appraisal is not intended to encompass every aspect of the Chief Executive Officer's work, but to focus on the Chief Executive Officer's success in implementing the actions and achieving the goals set out in the performance plan required by O. Reg. 83/24.

2. The Performance Appraisal Process will be developmental in its nature, providing for a joint learning opportunity between the Chief Executive Officer and the Trustees to affirm success and improve identified areas of need.

3. The Chief Executive Officer's Performance Appraisal Committee Chair and at least one other member of the committee will meet with the Chief Executive Officer to develop and finalize the performance plan.

4. The content of the appraisal surveys, the feedback to the Chief Executive Officer, discussions with the Trustees and subsequent documentation will be held in confidence. The appraisal surveys shall be based on the Chief Executive Officer's areas of responsibility as outlined in the following sources:

- 4.1 the Education Act;
- 4.2 the six goals outlined in O.Reg. 83/24:
- 4.2.1 Advance the provincial priorities in education in the area of student achievement set out in O.Reg. 224/23 (Provincial Priorities in Education - Student Achievement).
- 4.2.2 Manage human, capital and fiscal resources to achieve the goals identified in the board's multi-year plan developed under clause 169.1 (1) (f) of the Act.

4.2.3 Promote a healthy and inclusive workplace with effective systems for staff selection and oversight.
4.2.4 Create and maintain respectful and collaborative relationships with students, parents, staff, school board communities, community partners and stakeholders, Ministry staff and the Minister.
4.2.5 Demonstrate leadership that maintains or improves the reputation of and public confidence in the board.
4.2.6 Ensure compliance with applicable laws, Ministry policies and guidelines, and board mandates.
4.2.7 The additional goal of promoting Catholic identity by nurturing our Catholic community, culture and Christian service in the Board;
4.3 O. Reg. 83/24 - Chief Executive Officer Performance Appraisal; and
4.4 The Chief Executive Officer's Performance Plan.

5. In a Chief Executive Officer's first full evaluation cycle and every second full evaluation cycle after that, an entity that has at least five years of experience conducting multi-source executive performance assessments will take the following steps as part of the appraisal process:

5.1 Request feedback from the persons listed below in respect of the Chief Executive Officers performance.
5.1.1 Each Trustee.
5.1.2 Each student trustee of the board.
5.1.3 Each member of every statutory, ad hoc, or other committee of the board.
5.1.4 Each staff member of the board who reports directly to the Chief Executive Officer.
5.1.5 Each parent member of the school council at each school of the board.
5.1.6 A representative nominated by each local employee association representing employees of the board.
5.17 A representative sample of community partners and stakeholders, as identified by the committee with input from the Chief Executive Officer.

6. The Chief Executive Officer will be provided with a draft of the performance appraisal report on or before July 7th and will be permitted an opportunity to respond to the committee's evaluation, performance rating and explanation for the rating by July 31st.

7. The Board of Trustees will provide written confirmation to the Minister of Education that the performance appraisal evaluation cycle has been conducted, and that the final performance appraisal report has been adopted by Board resolution.