



TORONTO EAST  
GENERAL HOSPITAL

\* 825 Coxwell Ave.  
Toronto, Ontario  
M4C 3E7

\* Tel: (416) 461-8272  
Fac: (416) 469-6106  
www.tegh.on.ca

November 28, 2014

Ms. Sarah Downey



Dear Sarah:

It is a pleasure for me to make the following offer of employment for your consideration.

**Position and Duties**

You will serve as the President and CEO of the Toronto East General Hospital (TEGH) undertaking those duties generally described in the Position Profile provided to you by the Four Corners Group, as set out in the Bylaws and Policies of TEGH and in compliance with the provisions of the Public Hospitals Act (Ontario). The position is full time.

**Term of Appointment**

Your appointment shall be for an indefinite duration subject to termination as set out below. You will commence employment officially with TEGH not later than, and hopefully prior to March 2, 2015. In any event, you will make yourself available for critical meetings from time to time at an earlier date. We also recognize that you may need to be available to your current employer from time to time after March 2, 2015.

**Compensation**

TEGH will provide you with a base salary of \$425,000, subject to relevant legislation.

In addition, you will be entitled annually to \$5,000 incentive compensation based on performance against organizational and personal objectives and the Hospital's Quality Improvement Plan.

**Benefits**

You will be entitled to health and life benefits common to other senior employees of TEGH.

TEGH will reimburse you for membership in up to two professional associations per year to a maximum of \$2000.

\* Family Health Centre &  
Child Development Centre  
840 Coxwell Ave.  
Toronto, ON  
M4C 5T2

\* Community  
Outreach Services  
177 Danforth Ave.  
Suite 203  
Toronto, ON  
M4K 1N2

\* Withdrawal  
Management Centre  
985 Danforth Ave.  
Toronto, ON  
M4J 1M1

*Feb 23 - start date*

TEGH will cover the cost of professional development and attendance at relevant conferences with the prior approval of the Chair and on submission of receipts.

You will be entitled to six weeks of vacation annually with timing as mutually agreed with the Chair of the Board of TEGH. You are expected to use your vacation entitlement annually and rollover into subsequent years is capped in accordance with TEGH policy at one year's entitlement plus ten days. Any deviation above this must receive the written approval of the Chair of the Board of TEGH.

You will be enrolled in the Hospitals of Ontario Pension Plan, as you are currently, with the usual employer and employee contribution arrangements.

### **Performance Review**

Annually, the Executive Committee of the Board will undertake a review of your performance. Each year both personal and corporate objectives will be developed and mutually agreed on by you and the Executive Committee of the Board (through the Chair). This coupled with the Board approved Quality Improvement Plan, will serve as the basis upon which your performance (and any incentive compensation) will be determined. Evaluation will involve some form of 360-degree feedback.

### **Termination**

Should you decide to terminate your employment with TEGH, the Board will require written notice three months in advance of your planned termination date.

TEGH may terminate your employment with cause without obligation to provide you with notice or pay in lieu of notice.

Should your employment with TEGH be terminated by TEGH without cause, you shall be entitled to 18 months base salary and benefits, excluding disability coverages, in lieu of notice. Your disability coverages will cease at the conclusion of the statutory notice period prescribed by the *Employment Standards Act, 2000*. In the event of termination without cause TEGH will reimburse you for relocation counselling to a maximum of \$20,000 upon presentation of invoices, with reimbursement of such counselling to cease upon acceptance of a new position.

Sarah, I and the Board, Management and Medical Staff look forward to a long and productive association. If the terms of this agreement are satisfactory, please indicate your acceptance by signing all three copies of the Letter of Offer in the space provided, returning two copies to me and retaining one for your records.

Yours sincerely,

[Redacted Signature]

Eric Tripp  
Chair, Board of Directors

I AGREE TO THE ABOVE TERMS AND CONDITIONS OF EMPLOYMENT.

[Redacted Signature]

Dec. 1 2014  
Date