

## BRIEFING REPORT

**REPORT TOPIC:** Council Effectiveness Self-Evaluation Policy (Governance Process Policy 4-100)

**REPORT TO:** COO Council

**REPORT FROM:** COO Governance Committee

**DATE:** October 7, 2019



### REPORT PURPOSE:

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| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Policy Development/Enhancement/Regular Review/Approval</b></li> <li><input type="checkbox"/> Ends Policy</li> <li><input type="checkbox"/> Operational Boundaries Policy</li> <li><input type="checkbox"/> Council-Staff Relationship Policy</li> <li><input checked="" type="checkbox"/> <b>Governance Process Policy</b></li> <li><input type="checkbox"/> Council Implementation of Policy</li> <li><input type="checkbox"/> Council-Staff Relationship Policy</li> <li><input type="checkbox"/> Governance Process Policy</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Monitoring Report</li> <li><input type="checkbox"/> Ends</li> <li><input type="checkbox"/> Operational Boundaries</li> <li><input type="checkbox"/> Ownership Linkage Report</li> <li><input type="checkbox"/> Incidental Report</li> <li><input type="checkbox"/> Registrar, CEO</li> <li><input type="checkbox"/> Council President</li> <li><input type="checkbox"/> Other: Briefing Report</li> </ul> |
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### BACKGROUND

The COO Council first approved its governance process policy on its effectiveness self-evaluation on May 28, 2018. The Council underwent its second self-evaluation in December 2018/January 2019. Following the experience of that process Council requested a review related to the process with regard to:

- Separation of Council versus Council and Statutory Committee evaluation;
- Clarification of timing of evaluation;
- Process for Governance Committee review prior to Council presentation and evaluation of the report; and
- Process for reporting the Council results in the public section of the Council meeting.

The Governance Committee has met twice to address the principles and process and is recommending the changes and revised policy as outlined in Figure 2.

In order to assist Council in understanding the revised policy the current policy is provided in Figure 1 below. Due to the number of policy wording changes, it is not possible to provide a red-lined version and hence both policies are provided; current and proposed revised policy.

### GOVERNANCE COMMITTEE RECOMMENDED MOTION

The Governance Committee recommends that the Council approves the amended Governance Process Policy 4-100 Council Effectiveness Self-Evaluation policy to be relevant and current.

**FIGURE 1 – CURRENT POLICY**

<b>POLICY TITLE:</b> COUNCIL EFFECTIVENESS SELF-EVALUATION POLICY	<b>POLICY SECTION:</b> GOVERNANCE PROCESS	<b>POLICY NO:</b> 4-100	
<b>APPROVED BY:</b> COUNCIL	<b>REGULAR COUNCIL          POLICY REVIEW          FREQUENCY:</b> EVERY 3 YEARS	<b>MONITORING OF BOARD          COMPLIANCE WITH POLICY          CRITERIA FREQUENCY:</b> TBA	
<b>DATE APPROVED:</b> MAY 28, 2018	<b>PRESIDENT'S SIGNATURE:</b>		
<b>DATE REVIEWED /          REVISED:</b>			

**POLICY**

In order for the Council to achieve its public protection mandate, it must govern with excellence and integrity and hold itself accountable. The Council recognizes that poor governance ultimately costs COO much more than does allocating resources to support the Council in learning to govern well. The Council, as a whole, and individual Council Members will invest time and resources to enhance their understanding and ongoing implementation of governance excellence. Further, the Council recognizes that in order to do so, it needs an ongoing plan for Council effectiveness self-evaluation and continuous Council learning and development.

Given these principles, the Council will assess its performance by conducting an Annual Council Effectiveness Self-Evaluation that adheres to the principles listed below.

1. All Council Members will participate in this self-evaluation, and all Appointed Non-Council Members will participate in a different focused evaluation tool specific to that role.
2. The self-evaluation will pertain to the Council's performance as a whole, as well as individual member contributions.
3. The Governance Committee will guide the process on behalf of the Council and will work with the Council and the Registrar, CEO to develop an action plan to address the Council's findings. This plan will be linked to the Council's Integrated Strategic Agenda/Work Plan.
4. An independent third party may be engaged to carry out data collection and to prepare a data summary to ensure objectivity and efficiency of this process.

The results of the self-evaluation will be provided to all Council and Appointed Non-Council Members. Council and Appointed Non-Council Members will hold a brief working session to review and discuss the results. A summary of the results will then be presented at a subsequent Council meeting.

## FIGURE 2 – PROPOSED REVISED POLICY

### UPDATED DRAFT FOR COUNCIL DISCUSSION

<b>POLICY TITLE:</b> COUNCIL EFFECTIVENESS SELF-EVALUATION POLICY	<b>POLICY SECTION:</b> GOVERNANCE PROCESS	<b>POLICY NO:</b> 4-100	
<b>APPROVED BY:</b> COUNCIL	<b>REGULAR COUNCIL POLICY REVIEW FREQUENCY:</b> EVERY 3 YEARS	<b>MONITORING OF BOARD COMPLIANCE WITH POLICY CRITERIA FREQUENCY:</b> TBA	
<b>DATE APPROVED:</b> MAY 28, 2018	<b>PRESIDENT'S SIGNATURE:</b>		
<b>DATE REVIEWED / REVISED:</b> Ready for update October 2019			

### POLICY

In order for the Council to achieve its public protection mandate, it must govern with excellence and integrity and hold itself accountable. The Council recognizes that poor governance ultimately costs COO much more than does allocating resources to support the Council in learning to govern well. The Council, as a whole, and individual Council Members will invest time and resources to enhance their understanding and ongoing implementation of governance excellence. Further, the Council recognizes that in order to do so, it needs an ongoing plan for Council effectiveness self-evaluation and continuous Council learning and development.

Given this commitment, the Council will assess its performance by conducting an Annual Council Effectiveness Self-Evaluation that adheres to the principles and process outlined below:

1. Council Members are required to participate in the Council self-evaluation. In addition, Council and Statutory Committee Members including Appointed Non-Council Members are required to complete a committee effectiveness evaluation.
2. The Council effectiveness self-evaluation will pertain to the Council's performance as a whole, as well as an overall summary of individual member contributions. Every other year, Council will use a comprehensive self-evaluation tool and in the between years a modified, summarized tool. The Committee evaluation will address each specific Committee's effectiveness and will be used annually.
3. These effectiveness self-evaluations will take place in December following the completion of the December Council meeting. The summary report will be completed by the end of the first week of January for review by the Governance Committee. The Governance Committee will review the draft report and discuss the:
  - Clarity of the report;
  - Analysis of key themes identified in the report, and
  - Conclusions and the recommended action plan.

The Committee will then share the report for discussion with the Council and Council approval at the February Council meeting.

4. The Governance Committee will guide the process on behalf of the Council. To ensure objectivity and efficiency of the process, a qualified, independent third party will be engaged to administer the data collection, prepare the initial analysis, and provide a data summary. Council and Committee Members not responding will receive regular reminders and after three follow-ups the Council Chair will follow-up to determine an action plan with each Member who has not responded.
5. The Council will discuss the results of this Council self-evaluation in closed session. The Governance Committee will work with the Council and the Registrar, CEO to develop a governance action plan as appropriate. The plan will be linked to and recorded in the Council's Annual Integrated Strategic Agenda/Work Plan.
6. Following the Council discussion regarding the results, the Council will report in public session the following:
  - The record of the Council effectiveness self-evaluation taking place.
  - The number of Council Members participating.
  - The Council's related action plan in response to the learning resulting from the evaluation.
7. Committee evaluation results will be forwarded to the first Committee meeting of the year for their review, analysis, and action planning. Each Committee will be asked to report back to Council on their findings and related plan at the May Council meeting.