

Board Performance Self-Assessment (Performance Self-Assessment) Policy

Date Approved by Board: 2016.08.18	Resolution No.: 16 100
Lead Role: GM	Replaces: N/A
Last Review Date: N/A	Next Review Date: 2019.06.18

Policy Statement

The Board of Beaver Municipal Solutions/Beaver Regional Waste Management Services Commission believes that in order to fully execute its mandated duties with good judgement, care and precision, Board Directors require regular performance self-assessments, both after the conclusion of a meeting, and every three years, or after a major change in Board structure or appointees.

In this way, the Board, through the Chairperson, ensures that Board Directors have an opportunity to collectively share their viewpoints on their effectiveness as a governance and oversight entity, in order that the best possible governance and direction of the Commission, on behalf of the stakeholders, may result.

Accordingly, the Board has adopted this Policy, and the following Guidelines,

Guidelines

1. Through the Vice-Chairman, the Board will meet in-camera, at a minimum of every three years, to formally review its own performance and effectiveness, and to address concerns expressed to it by Directors and stakeholders.
2. The Board's Performance Self-Assessment can be guided by checklists and questionnaires such as the one produced by the KPMG Audit Committee Institute, and appended to this Policy. As well, the Board is encouraged to solicit feedback from Commission management, through the General Manager, on the Board's performance.
3. The session(s) may be externally facilitated at the Board's discretion, and with the assistance of the General Manager, again at the Board's discretion. A summary of the discussions held and decisions taken will be recorded in order to plan for recommended improvements to the Board's processes. This summary report would be presented by the facilitator, or the General Manager, as the case may be, within 2 months of the assessment session, with regular monitoring of its implementation status at subsequent meetings.
4. The Board may schedule re-orientation sessions on current Board policies and processes, and Commission operations, if deemed helpful, during the Performance Self-Assessment session(s).
5. Expenses for the session(s) will be budgeted in accordance with the approved business plan.

BRD-009 Beaver Municipal Solutions (BMS/BRWMSC) Commission Policy

6. On a regular meeting basis, Board Directors will be encouraged to complete a Director Meeting Evaluation Feedback form for submission through the Board Secretary/Executive Assistant to the Chairperson and General Manager for review. The form can be used to improve the quality and clarity of the meeting information presented, and can provide useful background to the Board in its future Performance Self-Assessments. The form is appended to this Policy.
7. Directors are encouraged to discuss Board teamwork and processes with the Chairperson and each other, as appropriate at the end of meetings, in-camera. This type of unstructured discussion can be helpful to develop trust and collaboration among Directors of varied backgrounds and familiarity with Commission operations.

Roles and Responsibilities, Procedures, Forms and Related Policies

1. The implementation of this Policy will be through the Board Chairperson.

Related policies:

- BRD-005 Strategic and Business Planning
- BRD-008 Board Director Orientation
- BRD-011 Board Director and Committee Member Expenses

Appendices:

- Assessment of the Board Questionnaire, KPMG Audit Committee Institute
- Director Feedback Form