



## **Policy G05 - Chair's Role**

### **Purpose**

1. The Board Chair facilitates the Board's decision-making processes, rather than making the Board's decisions for it. The Chair also represents the Board to the Service, media, stakeholders and other parties.

### **Requirements**

2. The Chair shall assure the integrity of Board decision-making by presiding over all Board meetings, in accordance with the Procedural By-law. In doing so, the Chair ensures that:
  - 2.1 all meeting agenda items and discussions are limited to issues which clearly belong to the Board to decide or to monitor;
  - 2.2 the Board conducts itself in accordance with its own by-laws and policies, and with those rules legitimately imposed upon it by legislation and regulation; and
  - 2.3 Board meeting deliberations are fair, open, relevant and thorough, as well as timely, orderly, and kept to the point.
3. The Chair shall report, at each regularly scheduled Board meeting, any otherwise unreported events and activities of Board interest having occurred since the previous Board meeting.
4. The Chair shall regularly liaise with the Chief of Police to ensure that the Chief is acting upon the Board's direction and that the Chief's interpretation of the Board's intent is reasonable.
5. The Chair's authority is limited to that expressly conferred upon the Chair by law, the Board's Procedural By-law and/or Board policies. Otherwise, the Chair has no authority to supervise or direct the Chief of Police.
6. The Chair is authorized to direct, supervise and evaluate the Board's staff, on behalf of the Board, in accordance with Board policies.

## **Reporting and Evaluation**

7. The Board will annually evaluate the Chair's performance, using the attached form and duly consider the Inspector General's recommendations, with a view to continuously improving police governance of the Halton Police Service.

### **Legislative Reference:**

*CSPA*, s.36

### **Attachment:**

Board Chair Evaluation Form & Process

## Board Chair Evaluation Form

**Chair:** \_\_\_\_\_

**Year:** \_\_\_\_\_

**Designated Facilitator:** \_\_\_\_\_

**Process Notes:**

1. The Board Secretary shall distribute this form to all Board Members following the October Board meeting, identifying the Designated Facilitator
2. Each Board Member, except the Chair, shall complete this form and submit it to the Designated Facilitator at least one week prior to the Nov Board meeting
3. The Designated Facilitator collates the responses, and debriefs the entire Board including the Chair at the November Board meeting Board-only session. This debrief shall allow for additional comments from Board members, as well as questions and responses from the Chair. The Designated Facilitator shall not add their own perspective, analysis or commentary.
4. Additional evaluation criteria or performance objectives, if any, for the Chair’s performance in the next year may be added to this evaluation template by way of resolution at the first meeting following the annual election of that Chair.

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
1. The Chair ensures that meeting agendas and presentations feature an appropriate balance and flow of reports on Service past performance, and timely information required by the Board for its strategic decision-making				
How might performance be improved?				
2. The Chair ensures that appropriate strategic issues are brought to the Board				
How might performance be improved?				
3. The Chair ensures the Board adheres to its Procedural Bylaw and Board Governance policies				
How might performance be improved?				
4. The Chair allows and encourages members to participate in discussions				

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
How might performance be improved?				
5. The Chair effectively deals with any group dynamic issues within the Board or its meetings				
How might performance be improved?				
6. The Chair ensures the Code of Conduct is observed by Board members, intervening when necessary				
How might performance be improved?				
7. The Chair ensures that the Board's Strategic Plan is driven by the Board and features Board ownership				
How might performance be improved?				
8. The Chair ensures that the Board's evaluation of the Service, and subsequent Annual Report, is balanced and evidence-based				
How might performance be improved?				
9. The Chair has an effective and productive relationship with all Board members				
How might performance be improved?				
10. The Chair has an effective and productive relationship with the Chief of Police, where appropriate clarifying Board policy and other expectations				
How might performance be improved?				
11. The Chair has an effective and productive relationship with the Chief				

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
Governance Officer, where appropriate providing direction and/or support				
How might performance be improved?				
12. The Chair effectively facilitates the Board's annual evaluation of the Chief of Police's performance				
How might performance be improved?				
13. The Chair effectively facilitates the Board's annual evaluation of the CGO's performance				
How might performance be improved?				
14. The Chair ensures that the Board is appropriately represented in stakeholder relations				
How might performance be improved?				
15. The Chair ensures that the Board is appropriately represented in media relations				
How might performance be improved?				
16. The Chair ensures Board is effectively and efficiently fulfilling its role as described in Policy G02 - Board Job Description				
How might performance be improved?				
17. The Chair encourages and acts upon feedback regarding Board leadership, agendas, policies and processes				
How might performance be improved?				
18. The Chair is an effective leader, ably demonstrating the skills and experience necessary for the role.				

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
How might performance be improved?				