



## **Policy G10 –Governance Support**

### **Purpose**

1. The Board shall be assisted in fulfilling its mandate, in a manner which supports its governance commitment, methodology and calendar, rather than pre-empt, divert or obstruct it.

### **Requirements**

2. The Board shall engage a Chief Governance Officer (CGO) and others as required, to assist in carrying out its mandate.
3. All Board staff and consultants must be fully vaccinated against COVID-19, as defined by public health authorities, and must provide evidence of such to the CGO. The CGO's vaccination status will be verified by the Chair. No persons not fully vaccinated shall work as Board staff or consultants.
4. The CGO shall be responsible for coordinating all Board support, and shall supervise all Board support staff, counsel and consultants, including but not limited to:
  - 3.1 orientation, education and initial and on-going training of Board members and staff;
  - 3.2 the provision of information and advice, including legal advice;
  - 3.3 policy and strategic planning research, development and documentation;
  - 3.4 communications and outreach;
  - 3.5 collective bargaining, and executive selection and remuneration;
  - 3.6 liaison with the Chief, Service executives, and corporate advisors; and
  - 3.7 administration, financial management and records.
5. Independent legal advice shall be sought for legal matters beyond the expertise of Service legal staff, and whenever the Board is adjudicating a matter where the Service is one of the parties.

6. The Board shall be a member of the Ontario Association of Police Services Boards (OAPSB) and the Canadian Association of Police Governance (CAPG), and partake in their education and training activities.
7. Board members shall be provided with the tools required to fulfil their responsibility, and shall be reimbursed all reasonable expenses related to travel outside of Halton Region on Board business, including but not limited to education and training.
8. Prior to the end of their appointment to the Board, Board members shall be recognized for their contributions.

### **Reporting and Evaluation**

9. The CGO works for the Board as a whole, receiving direction from Board by-laws, policies and decisions. By extension, the CGO also supports, receives direction and reports through the Board's Chair and Committees on matters consistent with their Board-assigned mandates.
10. The CGO shall semi-annually report the condition of the Board's governance budget.
11. The Board shall annually evaluate the CGO's performance, in accordance with the attached form and process.

### **Legislative Reference:**

*PSA*, s. 31(5)

*CSPA*, s. 35 (2), 38 and 42 (1)(b)

Procedural By-law

Procurement By-law

Records Retention By-law



**CONFIDENTIAL WHEN COMPLETE**

## Chief Governance Officer (CGO) Performance Evaluation Form

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

**Evaluation Process:**

1. The Chair shall ensure distribution of this form, along with the CGO's own performance report and the Chair's own comments, as well as the CGO's proposed results-based performance objectives for the subsequent year, to all Board Members following the October Board meeting.
2. Each Board Member shall complete this form and submit it to the Chair at least one week prior to the Nov Board meeting.
3. The Chair shall collate the Board Members' responses, along with any additional comments, perspective, analysis or commentary from the Chair's perspective, and post on the Board Portal for the November Board meeting.
4. The entire Board shall participate in the debrief of the CGO 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 CGO., and culminate with the Board's approval of the CGO Performance Evaluation, edited as appropriate.
5. The entire Board shall then consider, amend as applicable and ultimately approve the CGO's results-based performance objectives for the subsequent year.
6. after the meeting, the Chair shall complete the final CGO Performance Evaluation. A copy of the CGO Performance Evaluation, signed by both Chair and CGO, shall be filed with Board Secretary on the Board Portal.

**Evaluation Form:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
1. The CGO achieved objective (result) A. How might performance be improved?				
2. The CGO achieved objective (result) B. How might performance be improved?				
3. The CGO achieved objective (result) C. How might performance be improved?				

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
4. The CGO provides sound strategic advice to the Board and Chair in all matters				
How might performance be improved?				
5. The CGO ensure the Board has the information and advice it needs to make informed police-governance decisions				
How might performance be improved?				
6. The CGO tracks implementation & adherence with legislation, regulations and Board policies, objectives and priorities				
How might performance be improved?				
7. The CGO ensures coordination of the Board's stakeholder engagement activities				
How might performance be improved?				
8. The CGO ensures an effective administrative link between the Board, the Police Service, the Police Association, the Senior Officers Association, civic and provincial government agencies, Board legal counsel, committees of the Board, the media and the public to ensure open lines of communication and cooperation				
How might performance be improved?				
9. The CGO ensures coordination of media statements and interviews				
How might performance be improved?				
10. The CGO coordinates Board orientation and ongoing training				
How might performance be improved?				

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
11. The CGO ensures the Board is appropriately supported in terms of administration, logistics, records and financial planning and management				
How might performance be improved?				
12. The CGO motivates, mentors and supervises Board staff				
How might performance be improved?				