



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. The CGO shall be responsible for coordinating all Board support, and shall supervise all Board support staff, counsel and consultants, with the exception of the Executive Assistant to the Chair and Communication Advisor who shall report to the Chair. Board support includes but is 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.
4. 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.

5. 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.
6. 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.
7. Prior to the end of their appointment to the Board, Board members shall be recognized for their contributions.

Reporting and Evaluation

8. 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.
9. The CGO shall semi-annually report the condition of the Board's governance budget.
10. The Board shall annually evaluate the CGO's performance, in accordance with the attached form and process.

Legislative Reference:

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



CONFIDENTIAL WHEN COMPLETE

Chief Governance Officer (CGO) Performance Evaluation Form

Year: _____

Evaluation Process:

1. Key timings for the following activities are contained in the Governance Calendar.
2. 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.
3. Each Board Member shall complete this form and submit it to the Chair, who collate the responses the Chair's own perspective and post on the Board Portal.
4. The Board shall debrief of the CGO and approve CGO results-based performance objectives for the subsequent year.
5. A final copy of the CGO Performance Evaluation, signed by both Chair and CGO, shall be filed on the Board Portal.

Evaluation Form:

	Strongly Disagree	Disagree	Agree	Strongly Agree
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?				
4. The CGO provides sound strategic advice to the Board and Chair in all matters				
How might performance be improved?				

	Strongly Disagree	Disagree	Agree	Strongly Agree
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?				
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?				

	Strongly Disagree	Disagree	Agree	Strongly Agree
12. The CGO motivates, mentors and supervises Board staff				
How might performance be improved?				