### **Board Self Evaluation**

Original Implementation Date	March 2020	Approved by	BOPC
Date of Last Revision	March 4, 2024	Approved by	BOPC
Effective Date of Last Revision	March 5, 2024	Approved by	BOPC

### <u>1 - Title</u>

Board of Police Commissioners (BOPC) Self Evaluation

#### 2 - Purpose

This policy is created to allow the BOPC to review its performance as board members every second year. It also gives the Chair, the Legislative Assistant and the Policing Policy Strategist the opportunity to respond to the needs of the members as they perform their duties.

### <u>3 - Scope</u>

This policy applies to all seven BOPC members.

#### 4 - Definitions

In the context of this document:

Police Act means the Police Act, S.N.S. 2004, c. 31 as amended

Board means the Halifax Board of Police Commissioners

Chair means Chair of the Board of Police Commissioners

Chief of Police means the Chief of Halifax Regional Police

Chief Superintendent means the Chief Superintendent of the RCMP, Halifax District

Chiefs means the Chief of Police of HRP and the Chief Superintendent of the RCMP

Council means Halifax Regional Council

HRM means the Halifax Regional Municipality

HRP means the Halifax Regional Police

Legislative Assistant means representative of the Municipal Clerk's Office

Member(s) means a member of the Halifax Board of Police Commissioners

RCMP means the Royal Canadian Mounted Police Halifax District

### 5 - Distribution

Policies may be distributed to all Board of Police Commissioners, CAO, Municipal Clerk, HRM Councillors, the Chiefs and their respective departments, Nova Scotia Association of Police Governance and posted on HRM website with link to HRP website. This list may be expanded as required.

### **<u>6 - Roles and Responsibilities</u>**

- 1. The Board is created by the Police Act, S.N.S. 2004, c. 31 as amended
- 2. All Board members are volunteers with varied personal, professional or community experience
- 3. The Board has support from the Municipal Clerk's office in the role of a Legislative Assistants who provides minutes, organizes meeting space, coordinates correspondence for the Chair and distributes meeting materials in advance of meetings.
- 4. Board members completing the self-evaluation every second year identify potential gaps that the Chair, the Legislative Assistant and the Policing Policy Strategist can address to improve the volunteer experience for all Board members.

### 7 – Policy Review

This policy should be reviewed every four years and when the Act is amended.

### 8 - Contact

Office of the Municipal Clerk

### 9 – References

Board self evaluation

### Halifax Board of Police Commissioners Self Evaluation

## Board Composition, Structure and Effectiveness

		Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
1.	The Board has an appropriate composite of backgrounds and expertise						
2.	The Board has effectively identified for Regional Council the composite skills it requires to meet its responsibilities and maximize success						
3.	Committees are an effective mechanism for the Board to meet its governance and oversight responsibilities						
4.	The Board has the appropriate committee number, structure and function to support its governance and oversight						
5.	New Board members receive an adequate orientation						
6.	Board members have written and relevant descriptions of their duties						
7.	Board members have the opportunity for ongoing training and/or professional development necessary to fulfill their roles and responsibilities						

Please provide any comments you may have regarding board composition, structure and effectiveness


# Meeting Management & External Communication

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't know
8. Board meetings are effective and efficient						
<ol> <li>Board materials are received by members with sufficient time for review in advance of meetings</li> </ol>						
10. I feel my views are listened to by other board members at meetings						
11. Board minutes accurately and adequately reflect the discussions and decisions						
12. Board meetings are accessible to members of the public						
13. Attendance levels are board meetings are sufficient						
14. I feel my views are listened to by other board members at meetings						
15. The board is an effective link between the police services and the community						
16. The board actively engages in building relationships with the public, community groups, businesses, Regional Council and other boards						
17. The public understands the board's role						

Please provide any comments you may have regarding meeting management and external communications


# Governance & Financial Oversight

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
<ol> <li>Board meetings are focused on policy and planning issues, not operational matters</li> </ol>						
19. Board meetings and policies provide the Chief with clear guidance						
20. The Chief advises the board on the operational and cost implications of polices that the board considers						
21. The Chief keeps the Board informed of important operational matters that impact its deliberations						
22. The Board is involved in strategic and business planning for the police services						
23. The Board understands its role and responsibilities in financial oversight						
24. The types of financial reports received by the Board are adequate for it to discharge its governance duties						
25. The Board ensures that community perspectives are considered in the budget process						
26. I understand the distinction between the oversight role the Board regarding the HRP and the RCMP						

Please provide any comments you may have regarding governance & financial oversight

### **Personnel Functions**

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
27. Board members foster a productive working relationship with the Chief, Deputy Chiefs and Senior Management						
28. Annually, the board revises expectations, sets measurable objectives and evaluates the performance of the Chief						
29. The Board monitors employee morale and turnover						
30. Board members foster a productive working relationship with staff who support the board						
31. The Board effectively monitors the performance of the Chief.						
32. The Board receives adequate staff support to meet its legislated obligations						

Please provide any comments you may have regarding personnel functions

## Role of the Chief (HRP)

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
33. The Chief understands, respects and supports the governance function of the Board						
34. The Chief provides complete, timely and frank information and advice to the board						
35. The Chief ensures that the board is involved in decision-making regarding strategic planning						
36. The Board is sufficiently informed by the Chief of changes or developments in police programs and polices before they are announced publicly						
37. The Chief supports the Board's profile in the community by ensuring the board is informed of and invited to important police-related events						

Please provide any comments you may have regarding the role of the Chief (HRP)

## Role of the Chief (RCMP)

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
<ol> <li>The Chief understands, respects and supports the governance function of the Board</li> </ol>						
39. The Chief provides complete, timely and frank information and advice to the board						
40. The Chief ensures that the board is involved in decision-making regarding strategic planning						
41. The Board is sufficiently informed by the Chief of changes or developments in police programs and polices before they are announced publicly						
42. The Chief supports the Board's profile in the community by ensuring the board is informed of and invited to important police-related events						

Please provide any comments you may have regarding the role of the Chief (RCMP)

### Role of the Chair

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
43. The Chair ensures that board meetings accomplish their objectives						
44. The Chair encourages participation at board meetings by all, while not allowing any one member to dominate the discussion						
45. The Chair delegates responsibility appropriately						
46. The Chair carries out their executive responsibility and does not defer excessively to the Chief						
47. The Chair is an effective spokesperson for the board						
48. After direct liaison with the Chief, the Chair ensures that all board members are kept up to date with developments						

Please provide any comments you may have regarding the role of the Chair

### **Board Member Performance**

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
49. I feel valued and appreciated for the contributions I make to the board						
50. I devote enough time to my role as a board member, both in meetings and in the community						
51. All members carry their weight and share the load.						
52. The board remains focused and true to the priorities in its own workplans without spreading itself too thin						
53. Board members are aware of and conduct themselves in accordance with the Code of Conduct						
54. Board members are respectful of each other						
55. The board is meeting its legislated responsibilities						

Please provide comments on anything that was not covered in this survey or on which you wish to provide further detail