

## Council Policy

Policy Title	Policy to Measure Council Effectiveness and Self Evaluation
Date Revised	January 23, 2020
Date of next Review	

### 1. POLICY STATEMENT

### 2. PURPOSE

The purpose of evaluation is to ensure continuous improvement of the Council and its committees, and to provide formative feedback to individual Councillors to assist in their own development.

### 3. SCOPE

Each Councillor will participate in an evaluation of the performance of Council as a whole and of his/her own performance as a Council or committee member

### 4. RESPONSIBILITIES

Governance Committee is responsible to develop the process for evaluations and the Executive Committee will implement the evaluations and take action based on the data gathered through this process.

Measuring Council and Council member effectiveness will be accomplished through three evaluations:

- a) Council Meeting Evaluation – following each Council meeting, Councillors will be asked to respond to a short survey developed by the Executive Committee to evaluate the overall effectiveness of that meeting. The data gathered will be reviewed and acted upon by the Executive Committee.
- b) Council Member Self Evaluation – on an annual basis, Council members will be asked to complete a self-evaluation based on a list of desired skills and behavioural competencies. The Governance Committee, will develop the evaluation tool for approval by Council. The Executive Committee will review the outcomes of the evaluation tool to determine how best to meet the learning needs of individual Council members while ensuring Council is able to fulfil its mandates based on the the

skills and competencies of its members. The data will also be used to address any areas impacting Council performance.

c) Evaluation of Council Effectiveness – on an annual basis, all Council members will be asked to complete a questionnaire to evaluate the functioning of Council as a whole. The questionnaire will be developed by the Governance Committee and approved by Council. This assessment will consider how well Council has fulfilled its roles and responsibilities as well as the effectiveness of the processes and structures of Council. The Executive Committee will use this information to propose changes to improve Council’s effectiveness

**5. APPROVAL**

CPSA Council approves this policy.

**6. AUTHORITY DOCUMENTS (Hyperlink documents for access)**

This policy was first approved on May 30, 2019, Council Motion#C19-19.

**7. SUPPORTING DOCUMENTS**

**8. DOCUMENT HISTORY**

VERSION NO.	Version Date	DESCRIPTION OF CHANGE
1	Jan. 24, 2020	Created policy on template with new branding
2	July 25, 2019	Formatted using approved template.
APPROVAL	DATE	Signature
Council Motion C19-19	May 30, 2019	