

## Council Monitoring Process of the CEO/Registrar

<b>Policy Section:</b> Governance Process	<b>Policy Number:</b> GP-19	<b>Approved By:</b> Council
<b>Regular Council Policy Review Frequency:</b> Every Five Years	<b>Date Approved:</b> March 2, 2000	<b>Date Reviewed/Revised:</b> September 14, 2018

### Purpose:

To outline the principles and process that the Council uses for the ongoing monitoring of CEO/Registrar (and organization) performance.

### Policy:

The purpose of monitoring is specifically to determine the degree to which the Council's Public Benefit and Executive Expectations policies are being fulfilled. Information which is not relevant to monitoring will not be considered in the monitoring process. Council is committed to a thorough review of Monitoring Reports and to providing useful feedback to the CEO/Registrar. Monitoring will be as automatic as possible such that the majority of Council's time can be focused on strategic thinking.

- 1) A given policy may be monitored in one or more of three ways:
  - a) Executive Internal report: Disclosure of CEO/Registrar Interpretation, rationale, and evidence of compliance or achievement to the Council from the CEO/Registrar.
  - b) External Report: Discovery of compliance and/or achievement information by an impartial, external auditor, or expert who is selected by and reports directly to the Council. Such reports must assess executive performance only against policies of the Council and the CEO/Registrar Interpretation and rationale, not those of the external party (unless the Council has previously indicated the external party's opinion/policies to be the standard).
  - c) Direct Council Inspection: Discovery of compliance and/or achievement information by a Council member, a committee, or the Council as a whole. This is a Council inspection of documents, activities, or circumstances directed only by the full Council which allows a "prudent person" test of CEO/Registrar Interpretation, rationale, and policy compliance/achievement.
  
- 2) Upon the choice of the Council, any policy can be monitored by any of these methods or at any time. For regular monitoring, however, each Public Benefit (critical outcomes) and Executive Expectations policy will be classified by the Council according to frequency and method (see Monitoring of the CEO/Registrar Schedule in the Governance Resources Section).



- 3) During a Council meeting, Council will openly discuss the Monitoring Reports submitted for evaluation. If Council or a Council Member decides that a discussion is needed with regard to an aspect of the CEO/Registrar's performance arising from the report, Council may go in-camera for that part of the discussion. Council will then rise and report back to the general meeting session when the meeting is reopened.
- 4) Each year by March/April, the Council will conduct a formal performance evaluation summary for the CEO/Registrar. This evaluation will consider monitoring data as defined here and as reviewed throughout the year.

**Governance Reference Materials:**

Refer to the Monitoring of the CEO/Registrar Schedule in the Governance Resources Materials.