

College of Respiratory Therapists of Ontario
COUNCIL EVALUATION FRAMEWORK

The following Council Evaluation Framework is premised on principles of good governance within the legislative landscape of the *Regulated Healthcare Professions Act* (RHPA). The evaluation process will be as follows:

1. Quarterly Council Meeting Evaluation

A. Following each Council meeting, Council members in attendance will complete an anonymous online **Council Meeting Evaluation** survey to examine the following elements:

- Council meeting materials
 - provided to Council Members in an easily accessible and timely manner
 - presented in a clear and easy-to-understand manner.

- Council meeting outcomes
 - effective use of the allotted time
 - employed good decision-making processes that were focused on the public interest
 - the goals outlined in the meeting agenda were achieved.

- Council meeting engagement
 - the meeting was conducted respectfully, professionally, and orderly
 - Council members were able to provide input and express viewpoints freely.

B. Once the surveys are completed, CRTO staff will collect the results and provide a quarterly **Council Meeting Evaluation Summary** to the Executive Committee for review and discussion.

- C. An annual **Council Meeting Evaluation Summary Report** will be included in the end-of-year Council meeting package and, therefore, publicly available on the CRTO website.

2. Annual Council Effectiveness Evaluation

- A. At the end of each calendar year, all Council members will complete an anonymous online **Council Effectiveness Evaluation** survey to examine the following elements:
 - Council Orientation & Ongoing Education
 - pre-nomination and onboarding orientation to the roles & responsibilities of a Council member
 - opportunities for ongoing education and input into training opportunities.
 - Alignment with the CRTO's Strategic Direction and Key Priorities
 - tracking progress toward meeting the organization's strategic goals
 - ensuring that the annual budget reflects the organization's priorities.
 - Board Composition & Structure
 - composition (public and professional), diversity and size of the Council
 - structure of the Council meetings (e.g., length, meeting format, etc.)
 - level of engagement demonstrated by the majority of the Council members.
- B. Once the surveys are completed, CRTO staff will collect the results and provide an annual **Council Effectiveness Evaluation** to the Executive Committee for review and discussion.
- C. A **Council Effectiveness Evaluation** will be included in the end-of-year Council meeting package and, therefore, publicly available on the CRTO website.

3. Council Member Self-Evaluation

- A. At the end of each calendar year, each Council member will complete an anonymous online **Council Member Self-Evaluation** survey to examine the following elements:
- Competencies
 - Knowledge of relevant information (e.g., legislation, regulations, CRTO By-Laws, policies & strategic direction)
 - Understanding governance roles and responsibilities (e.g., right-touch regulation, fiduciary duty)
 - Financial literacy
 - Understanding of risk-based regulation.
 - Engagement
 - Responses to communications from CRTO staff (e.g., meeting requests, electronic voting, etc.)
 - Attendance at Council meetings
 - Preparedness and participation in Council meetings.
- B. Once the surveys are completed, CRTO staff will collect the results, assisting in committee composition and identifying potential educational opportunities.