

TITLE:	Allied Boards of Directors Evaluations		
Manual/Policy#:	MRHA Boards of Directors # V-B-8	Entity:	AGH / CPDMH
Original Issue:	AGH: March 2021 CPDMH: May 2000	Issued by:	Allied Boards Chair and Allied Boards Secretary
Previous Date Reviewed:	April 2023	Approved by:	Allied Boards of Directors
Last Date Reviewed:	May 2025	Cross Reference(s):	

1. **POLICY STATEMENT**

As part of the Almonte General Hospital Corporation (including Fairview Manor and Lanark County Paramedic Service) and the Carleton Place & District Memorial Hospital Corporation ("the Corporations") commitment to good governance, the Allied Boards will establish, approve and annually review a process for evaluating their performance.

2. **SCOPE:**

This policy applies to all Directors of the Allied Boards, including ex-officio and Honourary Directors, and to all non-Allied Boards members of committees established by the Allied Boards or the MRHA Common Administrative By-laws.

3. **GUIDING PRINCIPLES:**

As stewards of a key community health care provider whose funding includes taxpayer dollars and donations, the Allied Boards have a responsibility to optimize their performance and address issues that are impeding optimal performance by the Allied Boards.

All evaluations will be conducted respectfully and in the spirit of continuous improvement.

Contributions of volunteer time by individual Directors of the Allied Boards are valued and appreciated but do not obviate the need for good governance.

4. **DEFINITIONS:** N/A

5. **PROCEDURE:**

The Boards will evaluate its performance through completion of the following evaluations:

- Allied Boards Evaluation, Allied Boards Chair Evaluation, Director Self Evaluation (All in one Survey) (annually)
- Director Peer Evaluation (every two years)
- Allied Boards Committee Evaluation (annually)
- Allied Boards Meeting Evaluation (every meeting)
- Accreditation Canada's Governance Functioning Tool – once every Accreditation cycle

The use of additional evaluations tools may be considered and approved by the Allied Boards from time to time.

5.1 Allied Boards, Allied Boards Chair and Director Self/Peer Evaluations

- (a) The Allied Boards Governance & Nominating Committee (“the Committee”) will review the evaluation tools annually at its November meeting and if changes are suggested will provide a recommendation to the Allied Boards for consideration and approval at its November meeting.
- (b) The Committee will lead and implement the Allied Boards, Director Self/Peer and Allied Boards Chair evaluations. The entire process will be completed by the June Allied Boards Meeting.
- (c) In addition to the annual survey, every two years the Director Self-evaluation will include a Peer Evaluation. The entire process will be completed by the June Allied Boards Meeting.
- (d) The Committee will receive and discuss the results of the surveys at its May meeting
- (e) An annual Report from the Committee on the results of the evaluations, key issues, recommended action for improvement and identification of future board leadership candidates will be provided to the Allied Boards at its June meeting.
- (f) If any issues arise regarding the structure, performance and/or processes of the Boards as a whole, its Committees and its individual Directors the Committee will recommend improvements to the Boards for consideration.
- (g) Confidential and respectful communication by the Allied Boards Chair and Integrated President & CEO (CEO) in giving feedback to individuals to recognize their contribution and opportunities for improvement will be held in the month after the Allied Boards meeting at a mutually convenient time
- (h) External resources may be used as appropriate to ensure an effective process.

5.2 Allied Boards Committee Evaluations

- a) All members of every Allied Boards committee will be provided with an annual Allied Boards Committee Evaluation to be completed prior to each committee’s last meeting.
- b) Results will be tabulated into one report and provided to the committee and the Allied Boards Governance & Nominating Committee for review at their respective May meetings.
- c) Any suggested changes for improvements of the structure, performance and/or processes of the committee will be brought forward for discussion at the Allied Boards Governance & Nominating Committee meeting in September.

5.3 Allied Boards Meeting Evaluation

- a) Directors of the Allied Boards will be provided with an evaluation to be completed at the end of every Allied Boards Meeting.
- b) Results will be tabulated into one report and provided to the Allied Boards Chair and CEO for review prior to the next meeting of the Allied Boards.

- c) The report will be included in the following month's Allied Boards Meeting Package for information.

6. REFERENCES:

Bluewater Health Policy E-19 Board Evaluation

Cambridge Memorial Hospital Policy 2-D-40 Evaluation of Board, Committees and Individual Performance

7. APPENDICES:

N/A

Evaluation:

This policy will be reviewed every two years.