

## **BOARD GOVERNANCE**

### ***BC ASSESSMENT***

Crown Agencies are required to disclose the status of their governance practices in accordance with the *Best Practice Guidelines for Governing Boards of BC Public Sector Organizations* published by the Board Resourcing and Development Office (“BRDO”) of the Province of BC.

#### ***BC Assessment***

The British Columbia Assessment Authority (“*BC Assessment*”) is a publicly-funded corporation constituted under the *Assessment Authority Act* and has responsibility for developing and administering a complete system of property assessment for the province of British Columbia. *BC Assessment* is governed by a Board of Directors appointed by the Lieutenant Governor in Council (Cabinet).

#### **Board Role and Responsibilities**

The Board occupies a central position in the governance of *BC Assessment*. Under s. 5.1 of the *Assessment Authority Act*, the Board must manage, or supervise the management of, the affairs of *BC Assessment*. Accordingly, the Board has the general duty to guide the corporation’s strategic direction and oversee management in the conduct of the business of the corporation. In carrying out these duties, the Board plays a role in policy-making, guidance of the strategic planning process, and performance monitoring. The Board also has exclusive jurisdiction to regulate the valuation rates for certain types of properties in the province. Responsibility for the day-to-day management of *BC Assessment* is delegated to the CEO, who leads *BC Assessment* in achieving Board approved directions, sets standards for organizational conduct, and recommends new initiatives to the Board.

The Directors of *BC Assessment* are expected to have integrity, high ethical standards, sound judgment, an ability and willingness to question conventional assumptions, strong interpersonal skills and a high level of commitment to *BC Assessment* and its success. All Board members are independent of the management of *BC Assessment* and have no material interest in the organization.

#### **The Board and Committees**

For a complete list of Board members and their biographies, [click here](#).

Director compensation for the year ended December 31, 2008 can be found [here](#).

General procedures for the Board are dictated by *British Columbia Assessment Authority Bylaw No. 50 (25 September 2007 as amended)* which can be accessed by clicking [here](#). At every Board Meeting, the Board of Directors meets for a portion of the meeting without management.

The Board of *BC Assessment* has four standing committees as follows:

Name of Committee	Mandate	Members
Audit and Finance	<ul style="list-style-type: none"> <li>• Reviews <i>BC Assessment's</i> operating and capital budget, financial operations and results</li> <li>• Approves financial information provided to the Corporation's shareholder and the public.</li> <li>• Monitors systems of internal controls and oversees the audit process</li> </ul>	Janet Heino (Chair) Bruce Hryciuk George Puil Brian Romer Doug Morneau
Policy and Planning	<ul style="list-style-type: none"> <li>• Reviews the Service Plan, Annual Report and inter-governmental and community policies</li> </ul>	George Puil (Chair) Eldon Unger Bruce Hryciuk Shawn McLaughlin Doug Morneau
Governance	<ul style="list-style-type: none"> <li>• Reviews, monitors and reports on Board effectiveness.</li> <li>• Responsible for all issues related to corporate governance</li> </ul>	Bruce Hryciuk (Chair) Janet Heino Shawn McLaughlin Anna Nyarady
Human Resources and Education	<ul style="list-style-type: none"> <li>• Reviews, monitors and reports on issues related to human resources, training and education of <i>BC Assessment's</i> employees</li> </ul>	Allen Tozer (Chair) Shawn McLaughlin Eldon Unger Doug Morneau Anna Nyarady

The Board of *BC Assessment* has also appointed an *ad hoc* Facilities Committee, which is responsible for reviewing leases over 5 years in length. The members of the Facilities Committee are Brian Romer (Chair), Allen Tozer and Eldon Unger.

Complete Terms of Reference for the Committees:

- [Audit and Finance Committee](#)
- [Policy and Planning Committee](#)
- [Facilities Committee](#)
- [Governance Committee](#)
- [Human Resources and Education Committee](#)

A complete list of meeting attendance for the year ended December 31, 2008 can be found [here](#) (insert link to file Board Annual Attendance Record).

The Board and Committees of *BC Assessment* are supported the office of the CEO and President, Executive Management Team and a Corporate Secretary.

The Biography of President and CEO as well as the Executive Management Team can be found [here](#).

[This](#) is the description for the Position of the CEO and [this](#) is the description for the position of [Corporate Secretary](#).

### **Board Succession**

The Board of Directors of *BC Assessment* follow the *Appointment Guidelines Governing Boards and other Public Sector Organizations* published by BRDO. These appointment Guidelines can be found [here](#).

The Governance Committee of the Board annually reviews the skills, experience, background and diversity of the Board, taking into account the strategic direction of *BC Assessment*. A competency matrix is used as a tool to determine any gaps in the Board's composite skill profile. When the need for a Board appointment is identified, the Board Chair communicates this to BRDO. Names of suitable candidates are provided to the Minister of Rural and Community Development for recommendation to Cabinet for final review and approval.

### **Role of the Board Chair**

The Chair presides at meetings of directors, and meets regularly with the Minister of Rural and Community Development, and the CEO and President and Corporate Secretary of *BC Assessment*. She also acts as spokesperson for the Board.

### **Code of Conduct and Ethics**

*British Columbia Assessment's* Board of Directors, management, and staff have [written codes of conduct](#).

The Board of *British Columbia Assessment* also hires an external lawyer to act as an ethics advisor to assist the Directors when any questions regarding the written code of conduct or conflict of interest may arise. The Directors disclose any real or potential conflicts of interest to the ethics advisor.

### **Board Orientation and Education**

The Board recognizes that it is important for Directors to receive orientation training when they are first appointed and further education on an ongoing basis. The Board is in the process of developing a formal Education Policy.

### (A) Process for New Directors

Each new director is provided with a special orientation session by the Corporate Secretary prior to the director's first Board meeting. The new director is introduced to the structure of the organization and the role of the Board in governing its affairs. Orientation for a new director also includes a meeting with the President and Chief Executive Officer and the Board Chair.

Each new director is provided with a copy of comprehensive written briefing materials as well as a governance manual and other reference materials.

### (B) Process for Existing Members

Members will be requested by the Chair, and are expected, to attend periodic sessions that educate and inform them on issues that are considered to be of strategic importance to *BC Assessment*.

The Board provides ongoing professional development opportunities for its members to ensure members deepen their understanding of *BC Assessment*'s role in the assessment and taxation process and its operating environment. The goal of the training is to improve the members' skills as Board members.

The Chief Executive Officer and Corporate Secretary provide materials and presentations related to issues to be discussed at Board meetings and enable members to make meaningful and fully informed contributions to the discussion and consequential decision making.

### Board Evaluation

The Board undertakes an annual self-evaluation, which addresses the following issues:

- **Performance of the Board:** quality of participation, accomplishments, areas of strength/weakness.
- **Board composition:** review/analysis of desired mix of skills and knowledge and representation; identification of gaps/needs. Adequacy of Board size and length of terms of members.
- **Committee Composition:** review of Committee structure, and the performance of each committee against its respective term of reference.
- **Education:** adequacy of Board orientation and education/development programs.

In addition, the Board Chair evaluates each member individually, and meets with each member to discuss areas of strength and potential improvement.

## Reporting to the Shareholder and Public Communications

The [Shareholder's Letter of Expectation](#) reflects the provincial government's expectations for *BC Assessment's* performance in light of the strategic direction of the government. The CEO and Chair of the Board of Directors meet regularly with the Minister to provide advice and recommendations on assessment and other related issues.

*BC Assessment* reports out on planning and performance in the Service Plan and Annual Service Plan Report, which can be found [here](#). In accordance with the *Budget Transparency and Accountability Act*, the financial statements of *BC Assessment* are included in the Annual Service Plan Report.