

Terms of Reference President and CEO

1. Introduction

As the most senior executive position within the organization, reporting to the Board of Directors, the *President and CEO* provides strategic leadership for BC Assessment. The position is responsible for the overall management of BC Assessment's operations, products and services, and for organizational compliance with Provincial Legislation. This position is the primary point of contact for senior provincial and local government officials, assessment organizations, and stakeholders.

2. Accountability

The President and CEO Works closely with:

- Board Chair and Board of Directors;
- Minister responsible for BC Assessment and senior Ministry officials on assessment issues and related legislated responsibilities;
- Senior leaders of Provincial Government Ministries and Members of the Legislative Assembly and leaders of government agencies;
- Senior local government officials, Union of BC Municipalities representatives, Assessment leaders nationally and internationally, professional associations, and special interest groups.

The President and CEO provides leadership to the Executive Committee and all BC Assessment employees, communicates with key stakeholders and other broader community and is committed to strengthening the relationship between the province, as shareholder, and BC Assessment by maintaining regular open and transparent communication and consultation with the province through senior Ministry officials, where appropriate.

Performance Management of the President and CEO is the responsibility of the Human Resource and Compensation Committee in accordance with the annual procedure set out in **Annexure A**.

3. Duties and Responsibilities:

- Counsels and works collaboratively with the Board of Directors in implementing strategic objectives, operational plans, and corporate policies.
- Executes the direction outlined in the annual BC Government Mandate Letter which includes strategic direction and key performance expectations. Reports out to the Board of Directors on progress, challenges and achievements.
- Develops for Board approval and successfully implements the BC Assessment Strategic Plan and Corporate Business Plan including financial plans and budgets. Reports out to the Board on risks and performance outcomes.



- Leads the implementation of BC Assessment's Service Plan objectives.
- Ensures the following duties are fulfilled, as delegated by the Board of Directors:
 - Property valuation and classification procedures are developed and administered fairly and effectively
 - Preparation and completion of assessment rolls, notices, and statutory reports are carried out effectively
 - Policies, practices, and deliverables are consistent with statutory requirements
 - Appeals and legal cases are resolved
- Ensures BC Assessment's legislative framework is maintained and leads changes to assessment legislation and regulations.
- Ensures BC Assessment's financial management and reporting framework reflects best practices consistent with regulations and the government's reporting requirements.
- Establishes a corporate culture of customer service excellence, accountability, operational effectiveness, and continuous business improvement.
- Advances the understanding of all British Columbians concerning ad valorem taxation and its application in British Columbia.
- Leads significant organizational change initiatives and communicates a change vision that inspires the workforce to follow and instills confidence.
- Encourages and leverages new technologies to improve business outcomes, the customer experience and workforce productivity.
- Leads and enables a high performing, resilient and adaptable workforce.
- Leads proactive engagement with local government, stakeholders, partners and the public on BC Assessment initiatives.
- Provides leadership to the Executive Committee, co-develops annual performance plans, and conducts performance reviews for direct reports.
- Develops future leaders through corporate succession planning.
- Performs other duties at the request of the Board of Directors.

Annexure A
Performance Evaluation Process – President and CEO:

Performance Evaluation Process – President and CEO		
Date (on an Annual Basis)	Stage	Responsibility
Performance Plan - Development		
March	President and CEO develops current year proposed performance goals & targets.	President and CEO
March-April	Human Resource and Compensation Committee discusses proposed current year Performance Development Plan goals, and makes recommendation to the Board of Directors.	Chair of the Human Resource & Compensation Committee
April	Board Approves CEO's current year Performance Development Plan.	Board
Performance Plan - Evaluation		
May +1	President and CEO Completes self-evaluation against previous year's Performance Development Plan goals and submits to Human Resource & Compensation Committee.	President and CEO
May +1	Survey Board on President and CEO for previous year.	Chair of the Human Resource & Compensation Committee
May +1	Surveys other key stakeholders on President and CEO's Performance for previous year.	Chair of the Human Resource & Compensation Committee
June +1	Previous year's performance feedback compiled, and performance evaluation finalized for recommendation to the Board.	Chair of the Human Resource & Compensation Committee
July +1	Board approves previous year's President and CEO evaluation.	Board
July +1	Board Chair and Chair of the Human Resource & Compensation Committee meet with President and CEO to review previous year's performance evaluation.	Board Chair and Chair of the Human Resource & Compensation Committee