

Crown Agency Board Governance: BC Transit

As at February 4, 2012

Released: [16 April 2012](#)

Discussed by the Public Accounts Committee: [11 June 2012](#)

Self-assessment conducted by Transit Branch, Ministry of Transportation and Infrastructure

RECOMMENDATION AND SUMMARY OF PROGRESS	SELF-ASSESSED STATUS
<p>Recommendation 1: The Ministry of Transportation and Infrastructure ensure the board of BC Transit is composed of directors with adequate skills and experience to fulfil its governance responsibilities.</p>	<p>Fully or substantially implemented</p>

Actions taken, results and/or actions planned:

“In response to this recommendation and further to the BC Transit Independent Review the BC Transit Board in consultation with Board Resourcing and Development Office and the Ministry of Transportation and Infrastructure has prepared a Board Skills Matrix for Board members. This matrix was approved by the BC Transit Board in January 2013. The Skills Matrix will form part of an Appointment Guidelines package and supported by other governance related enhancements as outlined in the Province’s Official response to the BC Transit Review.”

<p>Recommendation 2: The Ministry of Transportation and Infrastructure ensure that the board appointment process allows the board to maintain a quorum at all times.</p>	<p>Partially implemented</p>
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Actions taken, results and/or actions planned:

“The Ministry of Transportation and Infrastructure and Board Resourcing and Development Office worked closely to action two (2) Board appointments in a timely manner, these appointments were made effective June 2012. This recommendation complements the BC Transit Independent Review’s recommendation on staggered terms for board members. The Ministry of Transportation and Infrastructure, in collaboration with the Board Resourcing and Development Office, will continue to work together to make timely appointments.”

<p>Recommendation 3: The Ministry of Transportation and Infrastructure and BC Transit engage in more comprehensive consultation with each other to develop performance expectations that are clear and acceptable to both parties.</p>	<p>Partially implemented</p>
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Actions taken, results and/or actions planned:

“In response to this recommendation and further to the BC Transit Independent Review the Ministry of Transportation and Infrastructure and BC Transit have been proactive to harmonize and enhance business communications. Specifically the Ministry of Transportation and Infrastructure and BC Transit have worked together in preparing key program documents including; 2013/14 Government’s Letter of Expectation, and the 2013/14-2016/17 BC Transit Service Plan. Additional process improvement are underway related to enhancements to the Ministry of Transportation and Infrastructure-BC Transit Capital Contribution Agreement. Regularly scheduled financial and program meetings also occur.

The Office of the Auditor General has recently published a performance audit of BC Transit. This audit includes several recommendations related to performance expectations. The Ministry of Transportation and Infrastructure and BC Transit are currently preparing their responses to this related audit. It is expected that once these responses have been approved and finalized that the Ministry of Transportation and Infrastructure and BC Transit will work collaboratively to implement their respective actions.”

All information has been provided by the organization and has not been audited.

Self-assessment conducted by BC Transit

RECOMMENDATION AND SUMMARY OF PROGRESS	SELF-ASSESSED STATUS
<p>Recommendation 4: The BC Transit board develop and implement a training plan that ensures board members have the necessary knowledge and ongoing training to meet their responsibilities.</p>	<p>Partially implemented</p>

Actions taken, results and/or actions planned:

“A skills matrix has been developed and self-assessments completed by each Director. This will aid in developing a training program. The Ministry of Transportation and Infrastructure and the Board Resourcing and Development Office have confirmed this matrix is suitable for supporting nominations and board appointments.”

<p>Recommendation 5: The BC Transit board develop and publicize a written charter that describes the board’s responsibilities in accordance with the provincial government’s best practice guidelines.</p>	<p>Partially implemented</p>
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Actions taken, results and/or actions planned:

“BC Transit has developed and publicized an assessment against BC’s Board Resourcing and Development Office checklist. The Board of Directors have a detailed orientation package that includes many aspects of a written Board charter. In addition , the Audit, Finance and Risk Management Committee (AFRMC) has a terms of reference. To supplement the existing documentation and process, both a Board and AFRMC charter will be developed in line with provincial government best practice guidelines.”

<p>Recommendation 6: The BC Transit board establish and implement an annual process to evaluate its performance and the performance of individual board directors in fulfilling its governance responsibilities.</p>	<p>Fully or substantially implemented</p>
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Actions taken, results and/or actions planned:

“The Board of Directors assessment surveys were developed and approved by the Board in December 2012 with implementation in 2013. In addition, Board orientation material is being updated to reflect an annual review of the Charter, Director training and Director performance evaluation.”