

ONE JIB Self-Assessment Questionnaire Fall 2021

This survey and a follow-up discussion at a ONE JIB meeting will fulfill the requirement in the ONE JIB's Terms of Reference to carry out an annual self-assessment. This year's survey emphasizes the start-up phase of ONE JIB's activities.

The rating scale for each statement is: (1) Strongly Disagree; (2) Disagree; (3) Neither agree nor disagree; (4) Agree; (5) Strongly Agree.

All ONE JIB members should answer all the questions in sections A to D.

Once completed, Sections A, B, C and D will be aggregated for discussion by the ONE JIB at a suitable time. Section E is designed for individual self-reflection; it will not be aggregated and shared with the group. The questionnaire also includes Section F, which provides optional feedback to the Chair of ONE JIB.

A. How well has the ONE JIB done its job?

1. The ONE JIB is making good decisions
2. The ONE JIB's governance structure (formation agreement, ONE JIB Agreement, Terms of Reference, service agreement with ONE Investment, procedure bylaw, code of conduct) is working effectively
3. The ONE JIB has selected high quality fund managers
4. The outcomes framework is an effective means of translating municipal reserves and investment objectives into asset allocations
5. The core documents (Municipal Client Questionnaire, Investment Policy Statement template, Investment Plan template) are adequately designed to meet the ONE JIB's needs
6. The ONE JIB is making reasonable progress on its priorities
7. The ONE JIB has a sound performance reporting framework in place
8. The ONE JIB is paying sufficient attention to compliance matters
9. Looking at my answers for this section, how might the ONE JIB do a better job?

My overall rating: Excellent (32+) Satisfactory (20-31) Poor (8-19)

B. How well has the ONE JIB functioned?

1. As ONE JIB members we are aware of what is expected of us
2. The agendas of ONE JIB meetings are well planned so that we can get through all necessary ONE JIB business
3. It seems like most ONE JIB members come to meetings prepared.
4. We receive written reports to the ONE JIB in advance of our meetings and with enough time to review them
5. ONE JIB members participate in discussions

6. We listen to different points of view from ONE JIB members
7. We all support the decisions we make
8. There is an appropriate balance of decision items and information items on the agendas
9. The reports to the ONE JIB are well written
10. The reports to the ONE JIB contain the information we need to make good decisions
11. Staff do a good job of presenting the information in their reports and answering ONE JIB members' questions
12. The training on municipal finance this year has been useful (MFOA training)
13. The virtual meetings are working well
14. The frequency of ONE JIB meetings is adequate for the ONE JIB to deliver on its mandate
15. Looking at my answers for this section, how might the ONE JIB do a better job?

My overall rating: Excellent (56+) Satisfactory (35-55) Poor (14-34)

C. Does the ONE JIB have effective relationships?

1. On most matters there is a clear understanding of the respective roles of the ONE JIB and staff
2. The ONE JIB is clear about its relationship with the participating municipalities
3. The ONE JIB is clear about its relationship with ONE Investment
4. The ONE JIB provides appropriate feedback to staff and is appreciative of staff efforts
5. There is good two-way communication between the ONE JIB and the ONE Investment Co-Presidents
6. The ONE JIB trusts the judgment of the ONE Investment Co-Presidents
7. There is mutual respect between staff and ONE JIB members
8. ONE JIB members have confidence in the advice provided by staff
9. ONE JIB members and staff act appropriately at ONE JIB meetings
10. The ONE JIB is sufficiently familiar with the fund managers
11. The ONE JIB is sufficiently familiar with the needs of its municipal investors
12. ONE JIB members have good relationships with each other
13. Looking at my answers for this section, how might the ONE JIB do a better job?

My overall rating: Excellent (48+) Satisfactory (30-47) Poor (12-29)

D. What should the ONE JIB's priorities be over the next 1-2 years?

1. Reviewing the core documents (Municipal Client Questionnaire, Investment Policy Statement template, Investment Plan template)
2. Reviewing the outcomes framework
3. Building relationships with municipal investors
4. Gaining a better understanding of municipal finance as it relates to investment
5. Revising the current fund offerings (e.g., including potential changes to HISA and the fixed income funds)

6. Evaluating the potential for expanded prudent investor offerings (e.g., real estate, infrastructure, private equity)
7. Developing a strategy for expanding municipal participation in the prudent investor program
8. Developing advice (guidance) for municipalities with respect to the choice of legal list or prudent investor regimes
9. Carefully monitoring fund manager performance
10. Updating the asset allocation study
11. In-depth analysis of relevant investment issues (e.g., ESG, asset correlations, etc.)
12. In-depth analysis of municipal finance issues (reserve strategies, capital plans, infrastructure funding sources, etc.)
13. ONE JIB training (e.g., Institute of Corporate Directors or similar training)
14. Developing a vision/mission/strategic plan for the ONE JIB with respect to municipal prudent investing
15. Others?

E. Reflecting on my performance as a ONE JIB member

This section is designed for self-reflection. It will not be shared with the ONE JIB, but it should inform your thoughts during the governance evaluation discussion.

1. I am aware of what is expected of me as a ONE JIB member
2. I have a good record of meeting attendance
3. I read the minutes, reports and other materials in advance of our ONE JIB meetings
4. I am familiar with the ONE JIB's governance policies and documents
5. I am a good listener at ONE JIB meetings
6. I follow through on things I have said I would do
7. I maintain the confidentiality of all ONE JIB decisions
8. When I have a different opinion than the majority, I raise it
9. I support ONE JIB decisions once they are made even if I do not agree with them
10. I promote municipal prudent investing and ONE JIB whenever I have a chance and it is appropriate
11. I stay informed about issues relevant to municipal prudent investing and bring information to the attention of the ONE JIB
12. I am committed to the ONE JIB and the concept of prudent investing in the municipal sector
13. What additional information or skills do I need to be a better ONE JIB member?

My overall rating: Excellent (48+) Satisfactory (30-47) Poor (12-29)

F. Feedback to the Chair of the ONE JIB

This section is optional.

1. The Chair is well prepared for ONE JIB meetings
2. The Chair helps the ONE JIB stick to the agenda

3. The Chair tries hard to ensure that every ONE JIB member has an opportunity to be heard
4. The Chair is good at managing the different perspectives of ONE JIB members
5. The Chair is familiar with ONE JIB governance and procedure
6. The Chair helps the ONE JIB work well together
7. The Chair demonstrates good listening skills
8. The ONE JIB supports the Chair

My overall rating: Excellent (32+) Satisfactory (20-31) Poor (8-19)