



TO: Chair and Members of the Governance Committee
FROM: Emily Williams, Chief Executive Officer
DATE: 2022 February 17

GOVERNANCE COMMITTEE REPORTING CALENDAR & MEETING SCHEDULE

Recommendation

It is recommended that the Governance Committee:

- 1) *Receive Report No. 01-22GC re: “Governance Committee Reporting Calendar & Meeting Schedule”;*
and
- 2) *Recommend that the Board of Health approve the 2022 Governance Committee Reporting Calendar*
([Appendix B](#)).

Key Points

- The 2022 Governance Committee Reporting Calendar ([Appendix B](#)) provides a framework for activities to be undertaken in the current year.
- New quarterly reporting on the MLHU Risk Management program will commence and has been added to the Reporting Calendar.
- It is recommended that the Governance Committee meet five times in the calendar year to ensure all legislative accountabilities of the Board of Health are fulfilled.

Background

In accordance with Policy G-290 Standing and Ad Hoc Committees, the Governance Committee is authorized by the Board of Health to serve a specific purpose set out in the Terms of Reference ([Appendix A](#)). The Terms of Reference was amended to reflect the separation of Medical Officer of Health and Chief Executive Officer roles in accordance with Policy G-030 MOH and CEO Position Descriptions.

The Reporting Calendar delineates the regular activities required of the Committee each calendar year in compliance with applicable statutes. Further, it serves as an account of the Committee’s proactive approach to Board of Health governance, performance, and accountability.

At its meeting on January 20, 2022, the Board of Health approved the Governance Committee Terms of Reference, which is reviewed every two (2) years. The Reporting Calendar ([Appendix B](#)) is reviewed and approved annually.

Amendments to the Reporting Calendar

In 2021 the Governance Committee met five (5) times per year with additional meetings occurring as needed at the call of the Chair of the Committee. It is recommended that the Committee maintain this meeting schedule in 2022 to allow for new quarterly reporting of MLHU’s Risk Management program and receive regular status updates on the Provisional Plan.

An additional change to the 2022 Reporting Calendar includes Board Orientation proceeding for the first half of the year, followed by a focus on Board Development during the second half of 2022.

Next Steps

The Governance Committee has the opportunity to review the appended Reporting Calendar and meeting schedule for 2022.

Once the Governance Committee is satisfied with its review, the Reporting Calendar will be forwarded to the Board of Health for approval.

This report was prepared by the Healthy Organization Division.

A handwritten signature in cursive script that reads "E. Williams". The signature is written in black ink on a light-colored, slightly textured background.

Emily Williams, BScN, RN, MBA, CHE
Chief Executive Officer