



TO: Chair and Members of the Governance Committee

FROM: Chris Mackie, Medical Officer of Health
Michael Clarke, Chief Executive Officer (Interim)

DATE: 2021 February 18

GOVERNANCE COMMITTEE REPORTING CALENDAR & MEETING SCHEDULE

Recommendation

It is recommended that the Governance Committee:

- 1) *Receive Report No. 02-21GC re: “Governance Committee Reporting Calendar & Meeting Schedule”;*
- 2) *Recommend that the Board of Health approve the 2021 Governance Committee Reporting Calendar ([Appendix B](#)).*

Key Points

- The 2021 Governance Committee Reporting Calendar ([Appendix B](#)) provides a framework for activities to be undertaken in the current year.
- Additional Governance Committee meetings are required to report on deferred items from 2020 and focus on the development and approval of the MLHU strategic plan.
- The 2021 Reporting Calendar has been amended to align with a proposed change to the meeting schedule that will allow for the Committee to convene more frequently in 2021.
- It is recommended that the Board of Health approve the proposed 2021 Committee Reporting Calendar and meeting schedule.

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 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.

The Terms of Reference is reviewed and approved every two years and was last done in 2020. The Reporting Calendar ([Appendix B](#)) is reviewed and approved annually.

Amendments to the Reporting Calendar and Meeting Schedule

In 2020 the Governance Committee was scheduled to meet three times per year with additional meetings occurring as needed at the call of the Chair of the Committee. Several items to be reported to the Governance Committee in 2020 were deferred to allow MLHU to focus on responding to the COVID-19 pandemic. The table below summarizes the items that were deferred.

Report	Rationale for Deferring in 2020	2021 Status
Board of Health Orientation and Development	Initial orientation completed for new member with Dr. Mackie. Ongoing orientation and development were deferred due to the focus on the pandemic response.	Board of Health Orientation initiated during the Strategic Planning sessions in January 2021 and will continue throughout the development of the strategic plan.

		Board of Health Development will be informed by the Board of Health Self-Assessment to be administered in Q2 2021.
Board of Health Self-Assessment	Administered in early March 2020 – insufficient response for analysis/recommendations. No further follow-up due to focus on pandemic response.	Board of Health Self-Assessment to be administered in Q2 2021.
Medical Officer of Health Performance Appraisal	Deferred due to focus on pandemic response.	To be administered in Q2 2021.
Report on Public Health Funding and Accountability Agreement Indicators	Ministry reporting deferred due to pandemic.	Await direction from the Ministry – prepare for reporting in Q3 2021.
Review Governance By-Laws and Policies	Deferred due to redeployments during pandemic response.	Resume accountabilities for policy review throughout 2021.
Report of Board of Health Risk Assessment	Deferred due to focus on pandemic response.	Report in Q1 2021.
Report on Strategic Plan and Balanced Scorecard Performance Indicators	Deferred due to redeployments during pandemic response.	Report in Q1 2021 and align with the development of MLHU's Provisional Plan.

In order to report on the above deferred items from 2020 it is proposed that the Governance Committee meet every other month, for a total of at least five (5) times this year.

Subsequently, the 2021 Reporting Calendar ([Appendix B](#)) has been amended to align with a proposed change to the meeting schedule by increasing the number of times the Committee convenes in 2021.

Next Steps

The Governance Committee has the opportunity to review the appended Reporting Calendar and meeting schedule for 2021.

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.



Chris Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health



Michael Clarke, PhD
CEO (Interim)