



TO: Chair and Members of the Governance Committee

FROM: Christopher Mackie, Medical Officer of Health/CEO

DATE: 2018 January 18

TERMS OF REFERENCE AND REPORTING CALENDAR

Recommendation

It is recommended that the Governance Committee:

- 1) *Receive Report 001-18GC re: “Terms of Reference and Reporting Calendar”;*
- 2) *Recommend that the Board of Health approve the Governance Committee Terms of Reference ([Appendix A](#)); and*
- 3) *Recommend that the Board of Health approve the 2018 Governance Committee Reporting Calendar and Meeting Dates ([Appendix B](#)).*

Key Points

- The Governance Committee Terms of Reference outline the role of the Committee and its responsibilities to the Board of Health.
- The Governance Reporting Calendar defines the annual activities to be undertaken by the Committee.
- Annual attestations (re: confidentiality and conflict of interest) have been proposed for inclusion in the 2018 Reporting Calendar.
- Five Governance Committee meetings are proposed for 2018.

Background

According to Governance Policy G-290 (Standing and Ad Hoc Committees), the Governance Committee is authorized by the Board of Health to serve a specific purpose outlined in the Terms of Reference and Reporting Calendar. The Terms of Reference is reviewed and approved biannually, and the Reporting Calendar is reviewed and approved annually.

The Governance Committee’s purpose is to assist the Board of Health in the administration of:

- Board membership, recruitment, and orientation;
- Performance evaluation;
- Board of Health bylaws, policies, and procedures review and development;
- Annual attestations;
- Accountability;
- Strategic planning; and
- Risk management and assessment.

The Terms of Reference outline the Committee’s reporting relationship to the Board of Health, the membership, and the Chair, as well as the terms of office, duties, meeting frequency, and agendas and minutes.

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

Amendments to the Terms of Reference and Reporting Calendar

Minor amendments to the Terms of Reference ([Appendix A](#)) have been proposed to reflect changes to the Committee's role and meeting frequency.

Similarly, minor amendments have been proposed to the Reporting Calendar ([Appendix B](#)), including the addition of the annual attestations and the proposed meeting dates for 2018.

Next Steps

Staff will use the 2018 Reporting Calendar to support the Committee's work throughout the calendar year, and to align relevant reports with scheduled Committee meetings.

This report was prepared by the Strategic Projects Team, Corporate Services Division.



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health/CEO