

TO: Chair and Members of the Governance Committee
FROM: Christopher Mackie, Medical Officer of Health/CEO
DATE: 2019 March 21

GOVERNANCE COMMITTEE REPORTING CALENDAR

Recommendation

It is recommended that the Governance Committee:

- 1) *Receive Report No. 004-19GC re: “Governance Committee Reporting Calendar” for information; and*
- 2) *Recommend that the Board of Health approve the 2019 Governance Committee Reporting Calendar.*

Key Points

- The Governance Committee Reporting Calendar defines the annual activities to be undertaken by the Committee.
- The Governance Committee reviews the reporting calendar annually to ensure that the Board of Health is in compliance with applicable standards and legislation, as well as with reporting obligations outlined in the Governance Policy Manual and the Committee’s Terms of Reference.
- Amendments have been proposed to the Reporting Calendar to align with approved meeting dates for 2019 and new reporting requirements as outlined in the Governance Policy Manual.

Background

The Governance Committee serves the Board of Health in an advisory and monitoring role.

Activities delineated in the Reporting Calendar were identified through a review of the Ontario Public Health Standards, the Association of Local Public Health Agencies (ALPHA) Governance Toolkit, the Governance Policy Manual, and the Governance Committee Terms of Reference.

Amendments to the Reporting Calendar

The following amendments have been proposed to the Reporting Calendar (attached as [Appendix A](#)):

- Calendar updated to align with the approved meeting dates for 2019 (see [Report No. 001-19](#))
- Inclusion of Occupational Health and Safety reporting, in accordance with [Policy G-080 Occupational Health and Safety](#), approved by the Board and implemented in November 2018
- Annual declarations completed in Q1 to align with new Board member appointments
- Report on Public Health Funding and Accountability Agreement indicators in Q1 to align with release of Ministry data for 2017
- Review of governance by-laws and policies to occur each quarter, in accordance with the review cycle outlined in [Policy G-000 By-laws, Policy and Procedures](#)
- Report on strategic plan and Balanced Scorecard performance indicators to occur each quarter

Next Steps

The Governance Committee has the opportunity to review the appended Reporting Calendar for 2019. 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 Privacy, Risk and Governance Team, Healthy Organization Division.



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