



MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 002-20GC

TO: Chair and Members of the Governance Committee
FROM: Christopher Mackie, Medical Officer of Health / CEO
DATE: 2020 February 27

TERMS OF REFERENCE AND REPORTING CALENDAR

Recommendation

It is recommended that the Governance Committee:

- 1) *Receive Report No. 002-20GC re: “Governance Committee 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 2020 Governance Committee Reporting Calendar ([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 2020 Governance Committee Reporting Calendar provides a framework for activities to be undertaken in the current year.
- The 2020 Committee meeting schedule was approved by the Board of Health at its December 12, 2019 meeting.

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.

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 the Reporting Calendar is reviewed and approved annually.

Amendments to Terms of Reference and Reporting Calendar

The Committee Terms of Reference ([Appendix A](#)) and Reporting Calendar ([Appendix B](#)) have been amended to align with the approved meeting dates for 2020. The 2020 Governance Committee meeting schedule, approved by the Board of Health at its December 12, 2019 meeting, includes three meetings rather than one per quarter. Additional meetings may occur as needed at the behest of the chair of the Committee.

Next Steps

The Governance Committee has the opportunity to review the appended Terms of Reference and Reporting Calendar for 2020.

Once the Governance Committee is satisfied with its review, the Terms of Reference and 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.

A handwritten signature in black ink, appearing to read 'C. Mackie'.

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