

BRIEFING NOTE

TO: Council

FROM: Governance Committee

DATE: December 2 and 3, 2019

SUBJECT: 8.3 Amendments to Council Strategic Agenda/Workplan (4-40) and Appendix 1

☒ For Decision

☐ For Information

☐ Monitoring Report

Purpose:

To review amendments to Council Strategic Agenda/Workplan (4-40) and Appendix 1.

Background:

On October 7, 2019, Council agreed to a new alternate format for the council strategic agenda/workplan that was more simplistic and readable. Council also agreed to the following revised yearly process:

1. December Meeting – Previous cycle concludes; discuss and approve plan for the next year
2. May Meeting – Revisit the plan and course correct

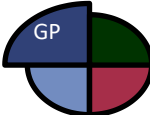
Council tasked the Governance Committee with amending Policy 4-40 to reflect these changes.

For Consideration:

The revised policy is attached below for Council to review along with the new council strategic agenda/workplan (Appendix 1).

Recommendations:

That Council adopt the amendments to the Council Strategic Agenda/Workplan 4-40 and Appendix 1

POLICY TITLE: COUNCIL STRATEGIC AGENDA AND WORK PLAN	POLICY SECTION: GOVERNANCE PROCESS	POLICY NO: 4-40	
APPROVED BY: COUNCIL	REGULAR COUNCIL POLICY REVIEW FREQUENCY: EVERY 3 YEARS	MONITORING OF BOARD COMPLIANCE WITH POLICY CRITERIA FREQUENCY: TBA	
DATE APPROVED: December 3, 2018	PRESIDENT’S SIGNATURE:		
DATE REVIEWED / REVISED:			

To accomplish its job products with a governance style consistent with Council policies, the Council will prepare and follow an Annual Integrated Council Strategic Agenda/Work Plan.

The Council is responsible for leading its own strategic governance goals and agenda as well as the agenda for regular Council meetings. Council will discuss this plan at its **December** regular Council meeting for approval for the **following** year. In **May**, Council would again briefly revisit the plan to determine if any course corrections are needed.

The cycle will conclude each year on the last day of December so that administrative planning and budgeting and governance cycle are aligned.

The cycle will start with the Council's development of its agenda for the next year and will include the following elements:

1. Ongoing environmental scanning in order to inform Council's strategic policy direction to COO.
2. Re-exploration of Ends policies as needed and as the environment changes.
3. Continuous improvement of Council performance through Council education and enriched input and deliberation.
4. Council's regular review of all of its governing policies over a specified number of years outlined in a review schedule.
5. Conducting an Annual Registrar, CEO Performance Appraisal.
6. Reviewing the External Financial Audit Report.
7. Discussing Council succession planning.
8. Attending to consent agenda items as expeditiously as possible throughout the year.

The Annual Council Strategic Agenda/Work Plan will be recorded such that each Council Member can see at a glance the Council work plan for the year. Specific Council meeting agendas will be prepared in the context of the annual Council Strategic Agenda/Work Plan.

Council Committees can submit policy developments or monitoring report items to the agenda by submission to the Chair or to the Chair via the Registrar, CEO. The Chair, with Executive Committee, will carefully consider these items and schedule them according to priority themes, time availability and

appropriateness with the governance approach. The Chair will consult with the Registrar, CEO regarding the operational aspects of such items and the time requirements for the preparation of suitable documents and background information for Council.

Council Members can submit potential policy agenda topics to the Chair or through the Registrar, CEO to the Chair. The Chair will apply the same criteria noted above when determining scheduling of the agenda topic.

Appendix 1 – Annual Council Strategic Agenda/Work Plan Template.

APPENDIX 1 COO DECEMBER COUNCIL WORK PLAN

OPERATIONAL & MONITORING	POLICY, BYLAW & REGULATION	REPORTS	EXTERNAL MONITORING	TRAINING & DEVELOPMENT	STRATEGIC PLAN MONITORING
Minutes, October	RHPA Amendments By-Law Changes	NACOR Report	Presentation of Internal Security Audit by Castellan	TBD	Review of Q3 Achievements
Year-to-date Financial Variance Report	Updates to Standards of Practice	Committee Reports			
2020 Draft Budget	Updates to QA Program	Registrar's Report			
Approval of Committee Slate	Criminal Record Checks Policy (Reg)	Examinations Report			
Approval of Council meeting dates	Student/Intern Supervision Policy (Reg)				
Election of Chief Examiner	Currency Policy (Reg)				
Election of NEC Rep	Executive Committee Terms of Reference and Mandate Policy (Gov)				
Appointment of Auditor	Role of Committee Chairperson and Vice chair Policy (Gov)				
Election of the 2019 Executive Committee	Council Meeting Process and Agenda Policy (Gov)				
Council Evaluations					