

## BRIEFING NOTE

**TO:** Board of Directors

**FROM:** Governance Committee

**DATE:** December 7, 2020

**SUBJECT:** 16.2 Board Strategic Agenda/Workplan 4-21 Monitoring Report Template

☒ For Decision

☐ For Information

☐ Monitoring Report

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**Purpose:**

To review the Board Strategic Agenda/Workplan 4-21 Monitoring Report Template

**Background:**

On October 5, 2020 the Board approved the Board Policy Development Policy 4-24. The purpose of this policy was to codify a process for developing, approving, updating and evaluating the success of governance policies. The Board also approved the monitoring of eight of its own board policies in greater detail under Section 8b of the Board Policy Development Policy 4-24. This governance process supports the development of informed, engaged, and wise policy direction by the Board. The Board requested that Board Monitoring Achievement Report templates be created for each of the eight policies to be under review over the next two years.

**For Consideration:**

The Board Strategic Agenda/Workplan Policy 4-21 is attached as **Appendix A** and the monitoring template is **Appendix B**. The highlighted portion of the template is provided as an example of how the responsible director could complete the template.

The monitoring report for the Board Strategic Agenda/Workplan Policy is scheduled to be delivered to the Board at its meeting in May 2021. It is necessary for one director to take on the responsibility of completing this template and speaking to the matter at the meeting. In the event that no director volunteers, the Chair may designate a responsible director.

**Recommendations:**

That the Board approve the Board Strategic Agenda/Workplan 4-21 monitoring template as recommended by the Governance Committee.

That the Chair appoint a Board director to complete the report and present it to the Board at its May 2021 meeting.

**POLICY TYPE: GOVERNANCE PROCESS****4-21 Board Strategic Agenda / Workplan Policy**

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

The Board is responsible for leading its own strategic governance goals and agenda as well as the agenda for regular Board meetings. The Board will discuss this plan at its December regular Board meeting for approval for the following year. In May, the Board 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 Board's development of its agenda for the next year and will include the following elements:

1. Ongoing environmental scanning in order to inform the Board's strategic policy direction to COO.
2. Re-exploration of Strategic Outcomes policies as needed and as the environment changes.
3. Continuous improvement of Board performance through Board education and enriched input and deliberation.
4. The Board'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 Board succession planning.
8. Attending to consent agenda items as expeditiously as possible throughout the year.

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

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 the Board.

Director 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 Board Strategic Agenda/Work Plan Template

## APPENDIX 1

### 2020 BOARD STRATEGIC AGENDA/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 Evaluations	Council Meeting Process and Agenda Policy (Gov)				

APPENDIX B

Board Strategic Agenda/Workplan Policy 4-21 Report due May 2021					
#	Policy Criteria	Board Interpretation of Policy Criteria	Evidence Board has met the Criteria	Deficiencies and Recommendations	Conclusion Level of Achievement  1 – Compliance Not Achieved 2 – Compliance Partially Achieved 3 – Compliance Fully Achieved
1	The Board is responsible for leading its own strategic governance goals and agenda as well as the agenda for regular Board meetings. The Board will discuss this plan at its December regular Board meeting for approval for the following year. In May, the Board would again briefly revisit the plan to determine if any course corrections are needed.	The Board will have fulfilled this policy criterion if the Board keeps to the schedule identified for reviewing its strategic plan.	The strategic plan was discussed at the December meetings in 2019 and approved in January 2020. The plan was revisited in May 2020 to discuss whether any course corrections were needed.	None	3
2	The Annual Board Strategic Agenda/Work Plan will be recorded such that each Board Member can see at a glance the Board work plan for the year.	The Board will have fulfilled this policy criterion if			
3	The need for a new governing policy or the need to update a governing policy can be identified/suggested	The Board will have fulfilled this policy criterion if			

	by Directors of the Board, the Registrar, Board Committees, external advisors and others.				
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Respectfully submitted,

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**John Smith, Elected Member**  
**Board Director Facilitating Review**

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**Date**