

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT	
BOARD OF HEALTH	
Terms of Reference	
Title: Board of Health Governance and Quality Assurance Committee	Original Date: April 16, 2015
Number: VI-50	Revision Date: May 21, 2020
Approved by: Board of Health	Reviewed Date: May 21, 2020

Purpose: The purpose of the Governance and Quality Assurance Committee is to support effective and efficient functioning of the Board of Health in compliance with the Health Protection and Promotion Act and the Ministry of Health and Long-Term Care Ontario Public Health Accountability Framework.

Responsibilities:

1. Review the number of members on the Board and recommend changes as needed.
2. Review Board policies and By-law #1, and recommend changes every two years.
3. Recruit and recommend community members for consideration for appointment as provincial appointments to the Board.
4. Recommend measures to ensure the Board operates in a transparent and accountable manner.
5. Organize orientation and continuing education activities for Board members on an on-going basis.
6. Prepare an inventory of Board member knowledge and skills related to Board functions.
7. Conduct a Board self-evaluation and make recommendations for improvement in Board effectiveness and engagement every two years.
8. Recommend Board sub-committees and review their terms of reference every two years.
9. Conduct a performance evaluation of the Medical Officer of Health/CEO annually, or as needed. The evaluation will be reviewed in detail with the Medical Officer of Health/CEO by the Board Chair and Chair of the Governance and Quality Assurance Committee. A summary will be prepared for the Governance Committee and the Board.
10. Identify opportunities for the Board to participate in collaborative governance opportunities within the community that will promote and protect the health of the population.
11. Plan generative discussions for Board meetings.
12. Ensure that the Board provides governance direction to the Medical Officer of Health/CEO about the activities of the organization outlined in the Good Governance and Management Practices Section of the MOHLTC Accountability Framework and Organizational Requirements.

Composition:

- At least three Board members with one being the Board Chair, and at least one being a municipal appointee, and at least one being a provincial appointee when possible.
- The Chair and Vice-Chair of the committee will be appointed by the Board with one member being a municipal appointee and the other a provincial appointee when possible.
- The Medical Officer of Health/CEO will be an ex-officio, non-voting member of the committee.
- From time to time, as deemed necessary by the committee, retain independent advice regarding governance issues, subject to approval by the Board. Additional Board members may be invited to attend committee meetings in order to contribute their knowledge/skills to the work of the committee.

Terms of Membership:

- Members may be appointed for a two year term renewable once; however this term can be extended depending on the interest of other Board members to participate on the Committee.

Structure:

- The committee will meet at least two times per year in person or by video or teleconference, or at the call of the Committee Chair.
- Quorum requires that a majority of the members be in attendance.
- The Executive Assistant to the Board will provide administrative support.
- The Committee Chair will identify agenda items in collaboration with members.
- Information to be discussed at the meeting will be circulated in advance of the meeting.
- The Terms of Reference will be reviewed biannually.

Accountability and Decision Making: The Governance Committee reports and makes recommendations to the Board of Health.

Responsibilities of Members:

- Prepare in advance of meetings.
- Follow the Board of Health Duties and Obligations of Members.

Communication

- The Chair of the committee will report on the work of the Governance Committee at the next Board meeting.
- Briefing notes will be prepared for any recommendations to the Board, and they will be circulated in advance of the Board meeting.

Related References:

Ontario Public Health Organizational Standards

http://www.health.gov.on.ca/en/pro/programs/publichealth/orgstandards/docs/org_stds.pdf

Revision History:

Revision	Date	Description of changes	Requested By
Responsibilities	July 7, 2016	Added generative governance to responsibilities	Governance Committee
Name change Membership	Dec. 13, 2017	Added Quality Assurance to Title Changed to a minimum of three and possible extension of terms	Governance Committee
Membership and responsibilities of members updated	June 6, 2018	Added appointment of vice chair to committee and MOH evaluation will be conducted by Board Chair and Chair of Governance.	Governance Committee
Composition Update	May 21, 2020	One member being municipal and one member being provincial when possible.	Governance Committee

