

BRIEFING REPORT

REPORT TOPIC: COO 2017 Road Map for Governance Committee Work Plan – For Council Information

REPORT TO: COO Council

REPORT FROM: COO Governance Committee

DATE: September 19, 2017

Governance Committee
Working Session

JUN
2017



GOVERNANCE COMMITTEE FURTHER EXPLORATION OF:

- Examine Policy Governance Approach and Implications for Council Governance Processes
- Review Recommendations from 2016 Council Self-Evaluation
- Consider Recommendations to Council Regarding Use of Policy Governance and Proposed Motion to Adopt Policy Governance

POLICY DEVELOPMENT

- Concept of Leading and Protecting Through Policy
- Concept of Four Policy Quadrants
- Developed Drafts of High Level Policy in Three of Four Policy Quadrants:
 - Governance Philosophy/Approach Policy
 - Council/CEO & Registrar Relationship Global Policy
 - General Executive Constraint Policy
- List of Possible/Recommended Governance Policies (Policy Table of Contents)
 - Comparison to Current Policies

THE PROCESS

- A Proposed Policy Development Schedule
- Other Governance Dimensions to Refresh
- Governance Mastery Chart introduced

Governance Committee
Working Session

SEP 6,
2017



POLICY DEVELOPMENT FOR RECOMMENDATION TO COUNCIL

- Finalize 4 policy motions
 - Motion to Adopt Policy Governance
 - Motion to Approve 3 policies:
 - Governance Philosophy/Approach Policy
 - Council/CEO & Registrar Relationship Global Policy
 - General Executive Constraint Policy

NEW POLICY DEVELOPMENT (FOR DECEMBER COUNCIL MEETING)

Executive Limitations Policies

- Communication and Support to Council
- Financial Planning and Budgeting
- Financial Condition

THE PROCESS

- Finalize the Remainder of the 2017 Council Work Plan and First Half of 2018
- Motion to Council on Council Governance Policy Manual Table of Contents
- Formalize future dates

APPLICATION BY COUNCIL

- Briefly discuss Council Rehearsal – case – to apply principles learned/agreed upon

Via Teleconference
(10:00-1:00 p.m.)

**Council Meeting
(Governance Committee
Report/Governance
Orientation)**

**OCT 2,
2017**

(2 hrs of Council time
required)

POLICIES/MOTIONS FOR OCTOBER COUNCIL MEETING

- Motion to Adopt Policy Governance
- Governance Philosophy/Approach Global Policy
- General Executive Constraint Global Policy
- Council/CEO & Registrar Relationship Global Policy
- Financial Condition Policy
- Communication and Support to Council Policy

NEW CONCEPTS/COUNCIL ORIENTATION

- Key Premises and Whys of Policy Governance – A Quick Refresher and Compelling Story
- Concept of Council Monitoring the CEO & Registrar/Operating Organization Related to Council Policy Achievement

APPLICATION

- Proposed List of Future Council Policies Compared to Current List – Including Proposed Council Policy Manual Table of Contents
- Council Rehearsal With Use Applying One of the Principles
- What Is Coming Next?

**Governance Committee
Working Session**

**Oct 23,
2017**

In Person 9:00-4:00 p.m.

NEW CONCEPTS

- The Concept of Council Ends (Strategic Outcomes) Policy Direction

**NEW POLICY DEVELOPMENT
(FOR DECEMBER COUNCIL
MEETING)**

Executive Limitations Policies

- Asset Protection
- Financial Planning and Budgeting

Ends Policy

- Status of Vision for Impact – Discussion

Governance Process Policies

- Council Terms of Reference Policy
- Council Member Job Description
- Annual Planning Cycle and Integrated Council Strategic Agenda
- Council Code of Conduct and Conflict of Interest

Council-Staff Relationship Policies

- Delegation to the CEO & Registrar
- Unity of Control
- Council Support of the CEO & Registrar

THE PROCESS

- Updates on Milestones Achieved
- Fine-tuning Next Governance Milestones

APPLICATION BY COUNCIL

- Ensure that Key Issues Identified in 2016 Council Self Evaluation Are Being Addressed in the Work Plan
- Discuss Executive Limitations Concept Demonstration for December Council Meeting

**Governance Committee
Working Session**

**NOV 22,
2017**

In Person 10:00-4:00 p.m.

NEW CONCEPTS

- Council (Governance) Culture
- Effective Lines of Council Communication

POLICY DEVELOPMENT

Executive Limitations Policies (for Dec.)

- Human Resources Parameters
- Corporate Identity, Public Image, and Communication
- Vendor Relations
- Regulatory Processes

Ends Policy (for Dec.)

- Final approval of Ends Policies

Governance Process Policies (for Jan./Feb.)

- Role of Council Members (for Dec)
- Council and Committee Meeting Principles (for Dec)
- Statutory and Council Committees Principles
- Executive Committee Terms of Reference
- Role of Council Officers

Council-Staff Relationship Policies (for Dec.)

- Accountability of the CEO & Registrar
- CEO & Registrar Job Products
- CEO & Registrar Position Description

**DEC 4
or 5,
2017**

**One Day Council
Strategic Thinking
/ Policy Direction
Planning Day**

NEW CONCEPTS/COUNCIL ORIENTATION

- Council (Governance) Culture
- Effective Lines of Council Communication

POLICIES/MOTIONS FOR DECEMBER COUNCIL MEETING

Executive Limitations Policies (for Dec.)

- Communication and Support to Council
- Financial Planning and Budgeting
- Financial Condition
- Asset Protection
- Human Resources Parameters
- Corporate Identity, Public Image, and Communication
- Vendor Relations
- Regulatory Processes

Ends Policy (for Dec.)

- Final approval of Ends Policies

Governance Process Policies

- Role of Council Members
- Council and Committee Meeting Principles
- Council Terms of Reference Policy
- Council Member Job Description
- Annual Planning Cycle and Integrated Council Strategic Agenda
- Council Code of Conduct and Conflict of Interest

Council-Staff Relationship Policies (for Dec.)

- Delegation to the CEO & Registrar
- Unity of Control
- Council Support of the CEO & Registrar
- Accountability of the CEO & Registrar
- CEO & Registrar Job Products
- CEO & Registrar Position Description

APPLICATION

- Status Report on Governance Development Achievements in 2017 and Plan for 2018 Including Governance Policy Manual Refresh