

Committee Form and Function

Reviewed Date		Number	GEN0106
Revised Date	June 8, 2011	Approved Date	September 25, 1996

Introduction

Committee work is an integral part of how we communicate within and between services, and accomplish the work of the agency. It is critical that time and resources spent on committee work are used effectively.

Purpose

The purpose of this policy is to establish agency parameters and procedures for the formation, function and disbanding of committees.

Legislative Authority

N/A

Policy Definitions and Interpretation

This policy applies to all internal committees, workgroups and task groups and to external committees, task groups and workgroups created by the health unit to address program or operational needs. For the purpose of this policy the following definitions apply:

Committee: A group of individuals meeting on an ongoing basis for a common purpose. The terms task group, work group, council and coalition could also be used to describe this collective. *Agency level committees* generally have representatives from across service areas and address issues of relevance to governance, operations and agency level programming. *Program and service level committees* address issues of relevance to the operations or programming in one or two services that do not impact the broader agency.

Manager: For this purpose of this policy includes supervisor or Manager.

Policy

All committees will set out Terms of Reference in accordance with agency standard (see Appendix A). The Terms of Reference for Agency Level Committees are approved by Executive Committee if involving more than two service areas. Executive Committee reviews the terms of reference for agency level committees every three years or if the agency level committee extends its term of operation or increases the commitment of time required by either increasing membership or numbers or if or if there is another change that needs approval.

Service Directors approve the Terms of Reference for their respective program and service level committees. Committee members will have a clear understanding of the committee form, function, mandate and reporting structure. Members will also understand who they represent and the process for communicating with stakeholders.

The Committee Chair will ensure that the discussions, decisions and actions of committees and committee members are documented in formal minutes and other meeting materials including briefing notes, reports, presentations etc. are maintained in accordance with agency records management standards. Approved minutes of the following committees will be signed by the committee chair or alternate:

- Executive Committee
- Agency Management Committee
- Service Management Committee
- ONA Management Labour Relations Committee
- HR Council
- Occupational Health and Safety Committee.

Each committee will review their Terms of Reference annually and revise as necessary.

Executive Committee will ensure that cross service committees form, function and disband according to their Terms of Reference and agency procedures. Service Directors will ensure that committees formed within their Service or between two Services are established, function and disband according to their terms of reference and Service procedures.

Procedures

Committee Formation

1. Any health unit employee may identify a need and document proposed reasons for bringing staff together to address the need.
2. In consultation with the Manager, the staff member reviews need and rationale for striking a committee. Together, they also review existing forums (committees, task groups etc.) to determine if a forum exists to address the need.
3. If yes, forward the documentation related to the need to the chair of that alternative forum.
4. If no, forward documentation through Manager to the service area Director.
5. Proposals for program or service level committees are reviewed and approved by the respective service area Director(s).
 - a) Terms of reference are drafted by the committee based on parameters set out by the Director and the standard guidelines for terms of reference.
 - b) The committee drafts an annual workplan for approval by the Director and provides progress updates to the Director as required.
 - c) The Director(s), review service area committees annually and approves redirection or disbanding as appropriate.
6. Proposals for agency level committees are forwarded by the Director to Executive Committee.
 - a) Executive Committee reviews the documentation in consultation with the Director and staff if appropriate.
 - b) If Executive Committee does not support the formation of a committee, rationale for this decision is communicated to staff through the Director along with other possible alternatives for resolving the issue. If Executive Committee supports the formation of a committee, this decision is communicated through the Director to the staff member.
 - c) Executive Committee sets parameters for membership, timelines and reporting and initiates the first meeting of the group.

- d) The committee drafts Terms of Reference at its first meeting based on the parameters set out by Executive Committee and the standard guidelines for terms of reference and forwards them to Executive Committee for approval.
- e) The committee outlines a plan of action to address specified goals and defines a mechanism for periodically reviewing and reporting on committee progress and sharing of committee materials. For ongoing committees, the plan of action will take the form of an annual workplan.
- f) Agency level committees provide progress updates annually to Executive through the Executive Lead for that committee and in conjunction with the agency operational plan review process.
- g) Executive Committee approves redirection or disbanding of agency level committees as appropriate.

B) Disbanding a Committee

1. Committee members document rationale for disbanding the committee and identify issues that may need to be addressed in other ways.
2. Forward documentation in writing to the Service Director for Service committees and to the Executive Committee for Agency level committees.
3. The Service Director and/or Executive Committee will review the documentation, make a decision and communicate the decision to the committee and to the rest of the agency.

Related Policies

N/A

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

Revised June 8, 2011

September 2010 Policy Number Change – previous number C5.050

Revised: Sept. 24, 2008

Appendix A

Terms of Reference Template

Purpose (why)

Describe why the committee exists (rationale) and what you want to achieve (goal). Purpose should be short and concise.

Objectives (how)

Specific statements which spell out in greater detail the scope of work required to achieve the goal. These objectives will be used to guide work plan development. Objectives are to be specific and measurable.

Composition (who)

Defines the membership of the committee using position titles. Composition should also identify who the members represent in an effort to clearly define stakeholder groups and scope of expectations for consultation and communication.

Ad hoc membership should be defined if required.

Term of Service

Define whether members have been elected or appointed.

Describe the expected length of service.

Describe the process for membership change.

Term expiry should also be documented in the membership listing.

Role of Members

Describes the responsibilities of members and defines the member's role in soliciting input to committee discussions and communicating committee decisions to stakeholders.

Role of Chair

Describes the responsibilities of the Chair which include:

- conducts the meetings
- ensures discussions, decisions and actions of committees and committee members are documented in formal minutes
- ensures appropriate access to committee files for committee members and the creation and maintenance of a committee distribution list to enable effective communication
- defines a record steward for the committee materials and ensures meeting materials including minutes, briefing notes, reports, presentations etc. are maintained in accordance with agency records management standards
- approves the draft agenda, minutes, notices and correspondence prepared by the secretary.

Role of Secretary

Describes the responsibilities of the Secretary which include:

- prepares and distributes agenda and related information prior to each meeting

- prepares and maintains meeting schedules & books rooms accordingly
- documents minutes of meetings, revises minutes per feedback from committee members and secures signature of chair on approved minutes as required
- manages the records of the committee including electronic (see Appendix B) and paper files
- ensures committee minutes as well as other committee reports, presentations etc. are posted to the intranet for staff reference.

Meeting Frequency

Describes the usual pattern of meetings including frequency, duration and process for calling additional meetings. This component provides guidance to staff and Managers on the time commitment required when considering membership.

Duration of Committee

Define whether the committee is ongoing or time limited (term and task).

Reporting To

Define by position or group to whom the committee reports. If the committee reports through to another committee, identify the process for reporting to that other committee or the position through which the committee chair will report.

Minutes Distribution

Define the distribution protocol for the approved committee minutes and for any other meeting materials.

Records Management

Defines ownership (steward) and format of the original committee records.

Sets out the file path for electronic folders for committee materials.

Date Committee Formed

Date the committee Terms of Reference are initially approved.

Review of Terms of Reference

Agency expectation for review is a minimum of annual. Dates for review and revision will be documents.

Review/Revised

Specify date in yyyy/mm/day format

Specify whether the action was a review or revision. Review would be a process that would result in no required change. Revision would be a process that resulted in a change to the Terms of Reference. The Revision date would be documented as the date the changes to the Terms of Reference were approved by the appropriate body.

Membership List

Committee Position	Position Title	Name of Incumbent	Stakeholder Group	Term Expiry Date (yyyy/mm/dd)
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Chair:

Members:

Secretary:

RECORDS MANAGEMENT STANDARDS

COMMITTEE RECORDS

Updated September 15, 2008

Version 4

Folder	Sub Folder	SubSubFolder	File
Committee Name (Prefix AD03 or CR04 e.g. CR04Executive)	Year (2008)	Meeting Date MonthDay(0105)	Agenda (CommitteeNameDateag – Ex080204ag)
			Attachments (CommitteeNameDateAttAgendaltem#Title) - Ex080204att4.1EnhancementsRep1) For briefing notes
			Presentations (CommitteeNameDatepptAgendaltem #Title – Ex080204ppt4.1EnhancementsRep1)
			Motions (CommitteeDatemotAgendaltem #Title – Ex080204mot4.1EnhancementsRep1)
			Resolutions (CommitteeDateresAgendaltem #Title – Ex080204res4.1EnhancementsRep1)
			Items of Information (CommitteeDateinfoAgendaltem #Title – Ex080204info9.12007BdgtApprovalLetter)
			Minutes (CommitteeDatemin – Ex080204min)
		Meeting Schedules MtgSched	(CommitteeNameDateSched – Ex080101)
		Operational Plan OpPlan	(CommitteeNameDateopplan – Ex080204opplan)
		Correspondence	(CommitteeNameDateletSubject–Ex080101letmunlevy)
	Terms of Reference ToR		(CommitteeNameDateToR –Ex080101ToR)

Key points for consideration by committees in setting up and managing committee records:

- Apply same system to paper and electronics
- Electronic files should have final copies of material only. Where possible save original files as PDF for retention
- Information provided on desk should be added to the original electronic file and the paper file
- Changes should not be made to documents that have been distributed (save as a new draft or a new version)
- Rely on chronological dating, attachment, draft or version numbering and alpha order to organize materials in folders.
- May need to create indexes for information that has to be accessed in a different and easier way. For example, resolutions are part of the meeting record. However, it is helpful to have a folder of all resolutions combined. Consider creating an index with hyperlinks to address work flow and efficiencies.
- Presentations are part of the meeting record however, these are also used over and over again and saving them in many places impacts disk space, identification of original presentation and version tracking:
 - Presentation is saved as a PDF in the meeting record file
 - Inventory of presentations is maintained centrally to support sharing, version tracking, etc. (maintain as read only)
- Possibility of enhancing process efficiencies and controlling copies for efficiency and records management purposes:
 - Secretary for the committee arranges for the required copies and distribution of committee materials to a defined list of committee members
 - Follow up as part of records retention and destruction
- Ownership of the records
 - Need to define for each committee the person responsible for maintaining the official committee records and applying records management principles.
- Original
 - For each committee need to define whether the original records are paper or electronic.
- Records Sharing
 - Committee terms of reference should define who receives or has access to committee information including reports, briefing notes, presentations etc. Where possible, the agency intranet should be the de facto standard for sharing committee related information with those beyond the committee and for accessing approved or finalized information from pervious committees meetings.
- Recommended Naming Conventions:

Name	Abbreviation
Board of Health	BoH
Executive	Ex
Management	Mgt
Meeting	Mtg
Presentation	Ppt
Agenda	Ag
Briefing Note	BN

Minutes	Min
Terms of Reference	ToR
Attachments	Att
Healthy Living Service	HL
Clinical Service	CS
Health Protection Service	HP
Family Health Service	FH
Corporate Service	CO
Office of the Medical Officer of Health	MO
Drafts are not official documents and in the normal course of business would not be maintained after the document is finalized. It stands to reason that finals would be in pdf format or print and drafts would probably be in a modifiable format.	D = D# with the coding falling at the end of the file name before the .extension. Drafts would be numbered chronologically. (.g. D1)
Versions are final documents that are used for a business purpose and then modified or updated for another purpose that was directly related in scope and content. Each version is a record maintained in accordance with record management retention schedule for that class of document. It stands to reason that the official copies of versions should be in print or pdf for retention.	V = V# with the coding falling at the end of the file name before the .extension. Versions would be numbered chronologically (e.g. V1)