**South Calgary Primary Care Network**

**Board of Directors**

**Annual Work Plan / Standing Agenda 2021 – 2022**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **April**  **2021** | **June**  **2021** | **July**  **2021** | **October**  **2021** | **November**  **2021**  **RETREAT** | **December**  **2021** | **February**  **2022** | **March**  **2022** |
| **STRATEGIC OVERSIGHT** | | | | | | | | | | |
|  | **Annual Strategic Retreat Vision- Mission – Vision 2025**   * **Joint governance retreat SCPCN and SAPCA** |  |  |  |  |  |  |  |  |
|  | **Review and approve (Quarterly) SCPCN Business Package** |  |  |  |  |  |  |  |  |
| * **Augmented Business Plan 2020-2022** | * **Q4** |  |  | * **Q1** |  | * **Q2** | * **Q3** |  |
| * **Enterprise Risk Management Report and Heat Map** |  |  |  |  |  |  |  |  |
| * **Board ScoreCard** |  |  |  |  |  |  |  |  |
| * **Financial Statements** |  | * **Q4** |  | * **Q1** |  | * **Q2** | * **Q3** |  |
|  | **Operational oversight and Zonal Insight:**   * **Executive Director’s Report** * **Medical Director’s Report** * **SAPCA Chair Report** * **PCN Leads Report** * **AHS Zone Report** * **Other** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Item** | **Description** | **April**  **2021** | **June**  **2021** | **July**  **2021** | **October**  **2021** | **November**  **2021**  **RETREAT** | **December 2021** | **February**  **2022** | **March**  **2022** | | | | | | | | | | | |
| **FINANCIAL OVERSIGHT** | | | | | | | | | | |
|  | **Review and approve ‘SCPCN Mid-Year Report’ to AH** |  |  |  |  |  |  |  |  |
|  | **Review and approve request(s) for annual ‘Business Plan Amendments’ (BPA)** |  |  |  |  |  |  |  |  |
|  | **Review and approve ‘SCPCN Augmented Business Plan 2020-2022’** |  |  |  |  |  |  |  |  |
|  | **Review and approve ‘SCPCN Annual Operating Budget 2021-2022’** |  |  |  |  |  |  |  |  |
|  | **Review and approve annual audited financial statements** |  |  |  |  |  |  |  |  |
|  | **Review and approve SCPCN Annual Report to AH**   * **Presented as ‘Report of Board’ at March AGM** |  |  |  |  |  |  |  |  |
|  | **Review annual ‘Business Cycle’ Timelines** |  |  |  |  |  |  |  |  |
|  | **Annual review of contracts over $100K**   * **‘Northern Backup Inc’ Managed Services (November)** * **“UpToDate’ Software (March)** |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **April**  **2021** | **June**  **2021** | **July**  **2021** | **October**  **2021** | **November**  **2021**  **RETREAT** | **December**  **2021** | **February**  **2022** | **March**  **2022** | |
| **OVERSIGHT OF FINANCIAL MANAGEMENT** | | | | | | | | | |
|  | **Review audit plan and recommend execution of engagement letter including audit fees**   * **For approval at March AGM** |  |  |  |  |  |  |  |  | |
|  | **Review recommendations in auditor’s ‘Management Letter’ and receive management’s response** |  |  |  |  |  |  |  |  | |
|  | **Receive and review auditor’s ‘Findings Report’ at conclusion of audit** |  |  |  |  |  |  |  |  | |
|  | **Hold in camera meeting with auditors** |  |  |  |  |  |  |  |  | |
|  | **Review auditor’s performance and recommend auditor for ensuring year**   * **For approval at March AGM** |  |  |  |  |  |  |  |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **April**  **2021** | **June**  **2021** | **July**  **2021** | **October**  **2021** | **November**  **2021**  **RETREAT** | **December**  **2021** | **February**  **2022** | **March**  **2022** |
| **BOARD COMMITTEE OVERSIGHT** | | | | | | | | | |
|  | **Annual review of Full Board Terms of Reference** |  |  |  |  |  |  |  |  |
|  | **Identify and formalize annual goals for Full Board**   * **Two meetings; identify and approve** |  |  |  |  |  |  |  |  |
|  | **Annual review and approval of Board Committee documentation**   * **Terms of Reference, Goals, membership** |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | | **Description** | | **April**  **2021** | | **June**  **2021** | | **July**  **2021** | | **October**  **2021** | | **November**  **2021**  **RETREAT** | | **December**  **2021** | | **February**  **2022** | | **March**  **2022** |
| **GOVERNANCE PERFORMANCE IMPROVEMENT** | | | | | | | | | | | | | | | | | | |
|  | **Review and approval of Board Performance Improvement Plan (PIP):**   * **AH- mandated Full Board Assessment** * **AH- mandated Director Self-Assessment** * **Board Chair Assessment December 2021** | |  | | * **Deferred** | |  | |  | |  | |  | |  | |  | |
|  | **Review and approval of annual Board Education Plan(s) and corresponding budget allocations**   * **Board Chair Education Plan** * **Board Committee Chair Education Plan** * **Full Board Education Plan** | |  | |  | |  | |  | |  | |  | |  | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **April**  **2021** | **June**  **2021** | **July**  **2021** | **October**  **2021** | **November**  **2021**  **RETREAT** | **December**  **2021** | **February**  **2022** | **March**  **2022** |
| **RISK OVERSIGHT/ COMPLIANCE/ ASSURANCE** | | | | | | | | | |
|  | **Receive updated insurance policy for property and liability**   * **For approval** |  |  |  |  |  |  |  |  |
|  | **Receive Policies**   * **Standing Agenda items** |  |  |  |  |  |  |  |  |
|  | **Receive SCPCN Board Governance Manual**   * **For approval** |  |  | * **Deferred** |  |  |  |  |  |
|  | **Receive SCPCN Articles of Association**   * **For approval at March AGM** |  |  |  |  |  |  |  |  |
|  | **Elect Chair, Vice-Chair, Treasurer and Secretary** |  |  |  |  |  |  |  |  |
| **ADMINISTRATION** | | | | | | | | | |
|  | **Approval of annual Report to the Community** |  |  |  |  |  |  |  |  |
|  | **Medical Director Contract Review** |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **April**  **2021** | **June**  **2021** | **July**  **2021** | **October**  **2021** | **November**  **2021**  **RETREAT** | **December**  **2021** | **February**  **2022** | **March**  **2022** | |
| **ANNUAL GENERAL MEETING (AGM)** | | | | | | | | | |
|  | **Annual General Meeting** |  |  |  |  |  |  |  |  | |
|  | **AGM and year-end resolutions/preparation:**   * **AGM agenda, proxy** * **Confirm number of directors** * **Set record date for voting** * **Approval of Minutes from previous year** * **Receive audited financial statements from previous year** * **Receive ‘Report of the Board’ (Annual Report)** * **Receive ‘Report of the Executive Director’** * **Receive ‘Report of the Medical Director’** * **Approval of appointment of the auditor of ensuing year** * **Appointment of Independent Directors** * **Approve Articles of Association** * **Signing authorities, changes if needed** * **Provision of indemnity agreements to new Directors and ad-hoc committee members** |  |  |  |  |  |  |  |  | |