

## **TERMS OF REFERENCE FOR THE STRATEGIC PRIORITIES COMMITTEE**

### **1. PURPOSE**

The purpose of the Strategic Priorities Committee (the “Committee”) is to assist the Interior Health (the “Authority”) Board of Directors (the “Board”) in fulfilling its oversight responsibilities by:

- (1) providing advice to the Board on the Authority’s long-term strategic direction and priorities; the Authority’s annual Service Plan, goals, and initiatives; and alignment with Ministry of Health strategic direction and Mandate to the Authority;
- (2) advising on the long-term strategic direction for the Authority to meet the current and future needs of residents of the Interior region, including identifying key issues and emerging trends to inform the strategic direction;
- (3) reviewing Authority performance and results on strategic priorities as they relate to provincial and Authority performance expectations; and
- (4) ensuring the activities of the Committee are aligned with other broad strategic goals set out by other Board Committees.

### **2. COMPOSITION AND OPERATIONS**

- (1) The Committee shall be composed of all Directors.
- (2) The Committee shall operate in a manner that is consistent with the *Committee Guidelines; Board policy 4.1*

### **3. DUTIES AND RESPONSIBILITIES**

The Committee will:

- (1) Provide advice to management on the Authority’s long-term strategic direction and priorities and alignment with provincial strategic direction and mandate of the Ministry of Health;
- (2) Review, provide advice and approve, as required by the Minister of Health, the annual Authority Service Plan; as well as the Annual Service Plan Report for submission to the Ministry
- (3) Provide guidance in setting the strategic priorities and directions required to achieve expected outcomes; provide advice on goals and priorities for the three and five-year planning period;

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- (4) Discuss and advise on the long-term strategic direction for the Authority to meet population health needs within the context of the provincial strategic direction, including advising on short-term decisions and alignment with the Authority's long-term strategic direction;
- (5) Review and monitor the Authority's performance and management's success in achieving goals and targets as set out in the annual Service Plan, and Ministry of Health performance expectations;  
Monitor progress and review results of IH key strategies and mandated expectations.
- (6) Review the Board of Directors dashboard indicators for each strategic priority;
- (7) Provide advice to the Board Chair and President and Chief Executive Officer regarding emerging risks as it relates to the strategic priorities for the Authority;
- (8) Identify key issues arising from the environment in which the Authority operates and consider broad strategies to manage these issues;
- (9) Recommend the timing and direction for the Board's annual strategic planning session, in consultation with the Board Chair and the President and Chief Executive Officer;
- (10) As part of the future strategic scanning and advice on strategic priorities for the Authority, review the Information Management and Information Technology ("IMIT") long-term strategic focus and alignment with overall Authority and provincial strategic direction; ensure that an information technology plan is in place that effectively supports the longer-term service needs of the health authority;
- (11) As required, receive and review reports by management and Internal Audit;
- (12) Review the Committee's Terms of Reference and recommend any changes and additions to the Governance and Human Resources Committee; and
- (13) Undertake any specific initiatives requested by the Board or Board Chair.

**4. RISK MANAGEMENT**

The Committee will:

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- (1) as required, receive updates with respect to categories of risk for which the Committee is directly concerned;
- (2) receive from time to time independent reports of the Internal Auditor;
- (3) keep the Board informed of any major incident reports; and
- (4) from time to time recommend to the Board any changes in policy or process required to achieve the overall objectives of the Authority's risk management program.

**5. ACCOUNTABILITY**

The Committee shall report its discussions to the Board by maintaining minutes of its meetings and providing an oral report at the next Board meeting.

**6. COMMITTEE TIMETABLE**

The timetable in Appendix 1 outlines the Committee's schedule of activities.

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APPENDIX 1 – COMMITTEE TIMETABLE**

Terms of Reference Section and Activity	Fiscal Year					
	April	Jun	Oct	Dec	Feb	As Required
<b>3(1)(4) Long-Term Strategic Direction</b>						
Participate with management in the development of the Authority’s long-term strategic direction.			X			
Provide advice on the long-term strategic direction to meet expected future health needs, including potential service delivery, workforce and technology developments.			X			
<b>3(2) Service Plan and Service Plan Report</b>						
Review, question and provide advice on the annual Service Plan; and approve, as required by the Ministry of Health.		X				
Review and approve the annual Service Plan Report to be publicly posted, as required by the Ministry of Health.			X			
<b>3(3) Strategic Priorities &amp; Direction</b>						
Recommend the timing and direction for the Board’s annual strategic planning session, in consultation with the Board Chair and the President and Chief Executive Officer  Provide guidance in setting the strategic priorities and directions required to achieve the expected outcomes, including alignment of short-term decisions with long-term strategic direction.		X	X			X
<b>3(5)(6) Review of Strategic Priorities and Performance</b>						
Monitor health authority progress in achieving performance results on key strategy / mandated expectations and other initiatives	X	X	X	X	X	
Review the Board of Directors dashboard indicators	X	X	X	X	X	

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<b>3(10) Information Management / Information Technology</b>						
Review IMIT strategic planning documents.						X
<b>3(11) Management and Internal Audit Reports</b>						
Receive and review management and Internal Audit reports, as required. <ul style="list-style-type: none"> <li>• Aboriginal Health</li> <li>• Primary Care Planning</li> </ul>	X		X			X
<b>3(12) Terms of Reference Review</b>						
Review the Committee’s Terms of Reference and recommend any changes / additions to the Governance & Human Resources Committee.		X				
<b>3(13) Other Duties</b>						
Undertake any specific initiatives requested by the Board or Board Chair.						X