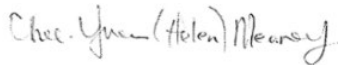


Policy Title: BOARD INFORMATION SYSTEM		Policy Section: IV Governance Process	Policy Number: IV 50.05
Approved By: Board of Directors	Date Approved: May 4, 2006	Date Reviewed/ Revised: May 29, 2009 May 7, 2012 Sept 20, 2018 May 30, 2023	President's Signature: 

PURPOSE

The purpose of the "Board Information System" Policy (GP #IV.50.05) is to describe the types/classes of information the Board requires and agrees to accept. This is to ensure that the Board is only receiving information that adds value to and enables its work, giving the Board the appropriate time to consider critical and important information. Further, the policy indicates how the Board chooses to use the different types of Board information.

The Board receives a significant amount of information, some of which is pertinent for decision making, some for monitoring/evaluation, and some for ongoing orientation and understanding of the organization and sector within which the CMLTO Board governs. It is critical for an effective Board process to distinguish between these classes of information clarifying how the Board should respond to each set of information it receives.

POLICY

The Board Information System is comprised of three types of information, including:

- 1) Type 1 – Decision Information (policy direction)
- 2) Type 2 – Monitoring Information (reports)
- 3) Type 3 – Incidental/Briefing Information

Type 1 - Decision Information (Policy Direction)

Decision information is that information the Board receives to make decisions. Type 1 information is required to create policy decisions from among possible policy alternatives related to:

- a. Establishing Ends Policies (critical outcomes, public benefit, results)
- b. Establishing Executive Limitations Policies (management risk boundaries)
- c. Establishing Governance Process Policies (on the Board's governance approach and processes)

d. Establishing Board-CEO Relationship Policies (articulating the principles of the relationship between Board and the Registrar & CEO)

This type of information will be used solely to make Board policy decisions. It is not to be used for monitoring or evaluating the Registrar & CEO. This information is meant to look to the future and is used to discuss some aspect of the future, i.e. to develop policy or make policy decisions (refer to Board Decision Making Policy GP #IV-25).

Type 2 - Monitoring Information (Reports)

Monitoring information is used to gauge whether the Board policy directions to the Registrar & CEO have been satisfied. It is both evaluative and retrospective in that it intentionally measures past performance. The monitoring information required is a systematic survey of performance against criteria related to specific Ends (Critical Outcomes) and Executive Limitations policy criteria. (Refer to Board Monitoring System Policy GP #IV-50.10)

For this type of information, i.e. monitoring information, the CMLTO Board uses a time sampling method to evaluate Registrar & CEO (and organizational) performance. For some policies, the Boards sets a schedule to review the achievement of those policies only every two (2) or three (3) years. For these policies, the Board receives monitoring data for either the immediate or prior fiscal year or the immediate twelve (12) months prior depending on the nature and collection process for the data/evidence.

Type 3 - Incidental/Briefing Information

This is information that is used neither to make specific policy decisions nor to monitor. Briefing information is designed to keep the Board informed on the external environment, the regulatory and medical laboratory sectors, as well as critical information regarding the organization. The Board uses this information over time to be relevant and knowledgeable so that it is equipped to make effective, information-based policy decisions and to monitor effectively.

All information that the Board receives should fall into one of these three categories. Type 1 and Type 2 Information require a motion ~~at~~ by the Board to confirm and record the Board's approval or decision. Type 3 information does not require a motion.