

TERMS OF REFERENCE COMPLIANCE – COMMITTEE WORK PLAN
KHSC BOARD EXECUTIVE COMMITTEE
2025-26

Committee Chairs Planning Session Discussed: August 27, 2025
Executive Committee Endorsed: October 8, 2025
KHSC Board Approved: October 27, 2025

	Month	MRP(s)	October	November	June
	Date		8 th	19 th	3 rd
	Board Reporting		Report to Oct 27 Board	Report to Dec 15 Board	Report to June 22 Board
	Focus		Committee Orientation & Work Plan	CEO & COS Performance	CEO & COS Performance / P4P
	Terms of Reference Requirements				
1.0 General Responsibilities	1.1	Recommend an annual work plan to the Board based on the committee terms of reference	Naraine	Review and endorse draft committee work plan as part of the committee orientation including review of committee ToR	Final executed work plan provided with year-end committee report
	1.2	Present a year-end report to the Board	Naraine		Review draft year-end committee report and recommend to Board , ensuring report captures committees achievements
	1.3	Annually review, confirm and recommend revisions to the Board policies for which the committee has oversight	Naraine	Review Executive Committee oversight policies at committee orientation Policies: III-1, III-3 Identify any required up-dates/revisions for review by the Governance Committee	All Updated/revised policies to Governance for reporting at June Board Policies III-2, III-4, III-5, III-6
	1.4	Ensure principle-based decision-making guides all committee discussions and decision-making	Ilse	Opening Value Statement	Opening Value Statement
	1.5	Make decisions binding on the Board in situations where it is not possible or practical to call a meeting of the Board (provided that an attempt has been made to call a Board meeting), or where the Board has authorized the committee to act and report the decision at the next Board meeting	TBD	As required <i>(See terms of reference for non-delegable decisions)</i>	As required <i>(See terms of reference for non-delegable decisions)</i>
	1.6	Undertake such other activities as may be authorized by the Board, from time to time	TBD	As required	As required
	1.7	Update to Board re committee activities from most recent meeting Most recent approved committee minutes provided to the Board	McCullough Devos	To October Board	To December Board
				To December Board	To June Board

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	1.8	Develop a process to oversee the performance, compensation and succession planning of the chief executive officer and chief of staff by:				
		- Developing a position description for the CEO and COS for Board approval	Naraine			Review CEO and COS role descriptions for F27 performance and compensation administration recommending to the Board for approval
		- Overseeing recruitment, selection, and succession planning for the CEO and COS, for Board approval	Naraine	As required	Review Critical Path for CEO and COS recruitment and selection	As required Review process for sudden CEO and COS succession planning and confirm that it has been undertaken for F27
		- Developing and conducting a process to review the performance of the CEO and COS and reporting the results to the Board	Naraine			Review and assess F26 CEO & COS performance for approval by the Board Review approach for F27 Performance Evaluation Process for CEO & COS
		- Review and recommend to the Board the annual objectives of the CEO and COS, and reviewing progress at least semi-annually	Naraine		CEO & COS F26 Performance Progress – Q1 & Q2 Strategic Performance Reports	Review CEO & COS F26 Performance Q4 Strategic Performance Reports
		- Recommending CEO and COS compensation for Board approval	Naraine	Confirm that pay for performance for F25 has been completed (confirmation may be reported in advance of meeting by email)		Assess F26 performance and determine related pay for performance outcomes for approval by the Board Determine measurable performance metrics associated with CEO and COS F27 pay for performance for approval by the Board ensuring QIP link
		Oversee the CEO and COS supervision of management and management succession plans	Naraine	Review KHSC Talent Review model addressing management succession planning		

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Board Reporting Requirements		Board reports due at CEO's office	Devos	October 17	December 5	June 12
		Board mailing date		October 20	December 8	June 15
		Board meeting date		October 27	December 15	June 22