

Approved by Board: September on September 29, 2016
Mid-year review by Governance Committee slated for: February 22, 2017
Compliance Review by Board slated for: March 9, 2017

BY-LAW COMPLIANCE – BOARD WORK PLAN 2016-17

Month		August	Sept	November	December	January	Feb	March	March	May	June	June	Most Responsible Committee & Additional Comments
Date		16	29	09	08	12	14	09	30	04	12	20	
Focus		Education Session Summer Board Update	Q1	General Business	Q2	Special HAPs	General Business	Q3 & Approach to IACP & HSAA Approval	IACP, OIP	General Business	Q4 AGM & Special	Brief Board /Recognition Dinner	
Bylaw Provision													
KGH / HDH Integration *see due diligence checklist for detail Governance: corporate structure, searches; intellectual property; litigation; operational disclosure/HIROC reports. Finance & Audit: funding & financial; asset review, contracts; regulatory compliance; environmental Patient Care & People: employment agreements; pension & benefit plans; employee lists; current org charts; legislative compliance		Joint Steering Committee (JSC) Update JSC Terms of Reference Draft Work Plan to include update on timelines for SE LHIN & Ministry requirements	JSC Update Reporting from Committees re: due diligence checklist deliverables*	JSC Update Approval of Draft Operating Agreement; Asset Transfer Agreement + Ground Lease Newco Board Slate & Bylaws	JSC Update	JSC Update	JSC Update	JSC Update	JSC Update KGH AGM Resolutions (Apr 1 eff date) including support for Newco Director Slate	JSC Update	JSC Update	JSC Update	CEO & Chair + Board Committees as identified on due diligence checklist
3.08	Annual Meeting <ul style="list-style-type: none">Elected members approve: financial statements & board slate for 2017/18Auditor appt						Approach to year end activities briefing				Approve Financials & Auditor		Governance / CEO & Chair Finance & Audit to Board

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4.01	Process for Election of Board Members <ul style="list-style-type: none"> Direct Governance to identify vacancies on Board Recommend Board Slate 				EOI Board Survey & Skill Set Matrix Update / Provide Key Dates for Nom timelines (critical path)		Confirm vacancies & inform board on required skill sets for vacancies	Reminder to Board to identify candidates / circulate application link	Brief report on number of candidates applying		Recommend slate		Governance
4.01	Process for Election of Chair, Vice Chair - Election of Chair, Vice Chair & Secretary				Confirm Process/ V-Chair commitment to Chair position & issue pkg		Report on nominations process / next step in process				Recommend Officers Election confirmed at AGM	Recognize contributions of Chair / Vice Chair (as applicable)	Governance
4.10	Mission/Vision/Values – annual review		Part of Board Policy Review				Part of the annual strategy refresh process						Governance
4.10	Engagement – establish process of engagement with SE LHIN/other health providers, Queen's, Fdns, Auxiliary in developing plans/setting priorities	Update on Healthcare Tomorrow Update on Past Chairs' Session / Community Engagement	Update on Healthcare Tomorrow	Update on Healthcare Tomorrow	Update on Healthcare Tomorrow Briefing on approach to IACP engagement	Update on Healthcare Tomorrow	Update on sustainability initiative KGHI Research Institute (KGHI) Interim Report	Update on Healthcare Tomorrow	Update on Healthcare Tomorrow UHKF annual update Patient & Family Centred Care Update	Update on Healthcare Tomorrow Auxiliary annual report presented	Update on Healthcare Tomorrow KGHI President's Annual Report		Governance

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Bylaw Provision												

4.10	Strategic Direction – ensure it is aligned with MOHLTC & SE LHIN IHSP & review annually as part of annual cycle							IACP briefing to confirm alignment with SE LHIN & MOHLTC					Governance
4.10	Key corporate priorities – establish & affirm				Approach to the Integrated Annual Corporate Plan			HSAA approval (due Mar 15/17)	Approval of the Integrated Annual Corporate Plan				Governance
4.10	Corporate performance – monitor and measure regularly against approve strategic and operating plans and board-approved performance metrics	CEO to provide update on IACP & tactic plan development in advance of Q1 reporting	Q1 Briefing on Tactic Plan Deliverables with focus on staff engagement results		Q2			Q3	Approve 2017-18 Board & Committee Meeting Schedule with Key Performance Dates	Approval of performance targets for IACP	Q4 & CEO Annual Resolution on performance metrics		Governance Patient Care & People Finance & Audit Board

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Bylaw Provision													

4.10	CEO & COS annual performance – establish measurable annual performance expectations and assess performance annually and determine CEO & COS compensation		Q1 CEO & COS Performance Report P4P 2015-16 Briefing by Governance P4P 2016-17 Briefing by Governance		Q2 CEO & COS Performance Report			Q3 CEO & COS Performance Report &		Confirm Annual CEO/COS Evaluation Process Approve approach to CEO & COS Perf Agree 2017-18	Q4 CEO & COS Performance Report, Annual Evaluation & P4P 2016-17 allocation	Conclude 2016-17 P4P allocations for CEO and COS	Governance
4.10	CEO & COS Authority – delegate responsibility & authority to CEO for the management & operation of the corporation and require accountability to the Board and the COS for the supervision of the professional staff	Regular MAC reporting on appointments & reappointments CEO & COS monthly reports to Board	Regular MAC reporting on appointments & reappointments CEO & COS monthly reports to Board	Regular MAC reporting on appointments & reappointments CEO & COS monthly reports to Board	Regular MAC reporting on appointments & reappointments CEO & COS monthly reports to Board	Regular MAC reporting on appointments & reappointments CEO & COS monthly reports to Board	Regular MAC reporting on appointments & reappointments CEO & COS monthly reports to Board	Regular MAC reporting on appointments & reappointments CEO & COS monthly reports to Board	Regular MAC reporting on appointments & reappointments CEO & COS monthly reports to Board	Regular MAC reporting on appointments & reappointments CEO & COS monthly reports to Board Annual CNE Report to the Board	Regular MAC reporting on appointments & reappointments CEO & COS monthly reports to Board Annual Resolution	Regular MAC reporting on appointments & reappointments Brief CEO & COS monthly reports to Board	MAC, Governance, CEO, Chief of Staff and CNE

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4.10	CEO & COS Succession – ensure plans are in place, review annually, ensure executive development								Briefing on CEO/COS succession & sudden vac. confirmation			Governance
4.10	CEO's Senior Leadership Succession Plan – review annually including executive development for senior leadership team and the corporation's HR plan				Briefing from CEO & Governance on Senior Executive Succession						Labour Relations Annual Report	CEO & Governance Patient Care & People Committee
4.10	Clinical Leaders Succession Plan – review annually and appoint Department Heads						Briefing from COS & Patient Care & People					COS & Patient Care & People
4.10	Policies – establish & monitor implementation of policies to provide framework for the management and operation of the hospital including a safe and healthy working environment for employees		Approval of Updates to Board Policy Manual / Confirm Committee Orientation to Policies								Annual Occupational Health & Safety Report to Board from Patient Care & People Committee	Governance Patient Care & People Audit & Finance

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4.10	Professional Staff HR plan – review annually							Report on Medical & Other Credentialed staff resource plan by department including SEAMO recruitment & retention plans				COS and Patient Care& People
4.10	Credentialing Process – review annually		Briefing at Board by Patient Care & People									Patient Care& People
4.10	Patient & Staff Safety – approval, monitor goals and performance metrics for quality and effectiveness		Quality of Care Review – Incident Reporting Update				Engagement consultation in development of QIP 2017-18	Quality of Care Review – Incident Reporting Update	Quality & Patient Safety Plan & approval of QIP as part of IACP approval			MAC & Quality and People
4.10	Public reporting – approve policies and processes for reporting to the public on the performance of the Hospital re: quality of care, patient safety measures		Q1 KGH This Quarter		Q2 KGH This Quarter			Q3 KGH This Quarter	QIP posted by April 1 st		Q4 KGH This Year and Year End Activities	MAC & Quality and People

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4.10	Ethical framework – review and approve policies to provide a framework for addressing ethical issues arising from care, education and research						Clinical Ethics overview by Patient Care & People					Patient Care & People
4.10	Variance reporting – receive timely reports from CEO and COS on plans to address variances from performance standards and oversee implementation of the improvement plans		Q1		Q2			Q3			Q4	Governance Patient Care & People Finance & Audit to Board
4.10	HAPS – review annually; H-SAA approval		Update on 2016-17 H-SAA submission (if required)		Approach to HAPs – assumptions on operating & capital budgets	Approval to HAPS		HSAA approval				Finance & Audit
4.10	Financial performance – monitor against budget and performance indicators (bylaw says quarterly)		Q1		Q2			Q3			Q4	Finance & Audit

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4.10	Financial plans – hold CEO accountable to develop multi-year financial plans, optimize the use of resources and operate with H-SAA	Q1		Q2			Q3	Approval of Operating & Capital Budgets (part of IACP)		Q4		Finance & Audit
4.10	Internal controls – annually review corporation's financial reporting process and business continuity plans									Annual Audit Process		Finance & Audit
4.10	Risk – review financial and organizational risks and risk mitigation plans quarterly	Q1		Q2			Q3			Q4		Governance Patient Care & People Finance & Audit
4.10	Financial Reports – review quarterly and approve the annual audited financial statements	Q1		Q2			Q3			Q4		Finance & Audit
4.10	Investment policy – approve and monitor compliance	Part of Board Policy Review										Finance & Audit
4.10	Orientation program – establish Board program and ongoing board education	Ensure all checklists & declarations are rec'd							Brief board on orientation program for June			Governance

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4.10	Annual Board & Committee Work Plans – establish annual work plan for the Board and its committees		Board work plan approved Committee work plans reviewed and approved @ Board				Mid-Year Committee Reports	Identify variances to Board approved work plan			Year End Committee Reports		Governance Patient Care & People Finance & Audit to Board
4.10	Policies – periodically review policies concerning governance structures and processes to maximize the effective functioning of the Board		Progress report from 2015-16 Accreditation Cda Survey / Governance Functioning Tool Surveys					Briefing on new Accreditation Cda governing standards & issue new surveys	Results from governance functioning tool and report from mock tracer exercise				Patient Care & People Committee + Governance Committee
5.01	Officers of the Corporation - following AGM, elect Chair, Vice Chair and Secretary				Nominations package issued		Board Officers Update				Recommendation to Approve Officers		Governance
5.06 & 5.07	Indemnification – indemnification of officers and directors – review of insurance policy		Overview of insurance policy										Finance & Audit
5.08	Insurance – Board will ensure insurance is purchased and maintained									Overview of insurance policy			Finance & Audit

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6.02	CEO		Q1		Q2			Q3			Q4 & Attestation Sign-off		CEO and Finance & Audit
	• regular assurance regarding data metrics quality												
	• assure employee health services in place		Q1		Q2			Q3			Q4		Patient Care & People
	• submit quarterly financial statements		Q1		Q2			Q3			Q4		Finance & Audit
	• submit quarterly certificates re: wages and taxes		Q1		Q2			Q3			Q4		Finance & Audit
	• ensure critical incident reporting in place		Quality of Care - critical incident processes & reporting		Quality of Care – Incident Reporting			Quality of Care – Incident Reporting					Patient Care & People
	• legislative compliance reporting to Board		CEO monthly report updates	CEO monthly report updates	CEO monthly report updates	CEO monthly report updates	CEO monthly report updates	CEO monthly report updates	CEO monthly report updates	CEO monthly report updates	CEO monthly report updates		CEO
	• employ, direct, control all employees of the Corporation										Labour Relations Annual Report		Patient Care & People
	• responsible for all payment of salaries								Public Sector Salary Disclosure Update				Governance

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8.01	Establishment of Committees, Member Appointments & Cte Chairs	Implement-ation Plan Patient Experience Advisors	Final 2016/17 Board Committee Compositions & provide update on Patient Exp Advisor Appointments	Confirm KGH Patient Experience Appointment to KGH Board					Critical Path for Committee Appointments Briefing including KGH Patient Experience Advisors		Approve 2017/18 Board Comps Confirm Auxiliary & UHKF Liaison appointments UHKF Board Slate Approval	Governance
9.02	Banking & Borrowing – Resolution to designate the bank-bonds & other securities of Corporation are placed								Annual Confirmation (as needed)			Finance & Audit
9.03	Signing Officers – Board resolution to designate the signing officers									Recommend (as needed)		Finance & Audit
9.06	Endowment Benefits – Secretary (CEO) to provide an accounting to the Board with respect to all funds held in trust by the Corporation (at least semi-annually)						Overview of endowment funds, investments, donations					Finance & Audit

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10.01	Occupational Health and Safety Program – the CEO is required to report to the Board, as required											Patient Care & People
10.02	Health Surveillance Program - the CEO, through the MAC, confirms a program is in place											MAC
10.03	Organ Donation Program – the CEO is required to report to the Board, as required											Patient Care & People
11.03	Fiscal Advisory Committee – Board receives minutes											Finance & Audit

Recommending application of the DECIDE Framework & Briefing Note for the following key corporate decisions:

1. Approval of Draft Operating Agreement between KGH & HDH
2. Approval of HAPs (operating & capital budget assumptions)
3. Approval of HSAA
4. Approval of QIP
5. Approval of Integrated Annual Corporate Plan
6. Approval of Strategy Performance Index
7. Election of Board & Election of Board Officers

It is recognized that, effective March 31, 2017, the committee will no longer function and that adjustments may be needed to the work plan to advance certain deliverables contained in this document.