# TERMS OF REFERENCE COMPLIANCE – COMMITTEE WORK PLAN

**KHSC PEOPLE, FINANCE & AUDIT COMMITTEE**

**2023-24**

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<td>Q3 HSAA/MSAA, QIP 2023-24</td>
<td>ACP &amp; Indicators</td>
<td>Q4</td>
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## Terms of Reference Requirements

1. **General Responsibilities**

   - Recommend an annual work plan to the Board based on following terms of reference;
     - Carlton
     - Review draft work plan & recommend to Board including review of committee TOR
     - Final executed work plan provided with year-end committee report

   - Present a year-end report to the Board;
     - Carlton
     - Review draft year-end committee report and recommend to Board & ensure report captures governing body achievements

2. **Generative Topic**

   - Review, confirm and recommend revisions to the Board policies for which they have oversight responsibilities;
     - Carlton
     - Review/endorse Terms of Reference incorporating ONCA revisions
     - As required
     - Updated/revised policies to Governance for reporting at June Board

   - Ensure principle based decision-making guides all committee discussions and decision-making; and
     - Carlton
     - Generative Topic TBD
     - Generative Topic TBD
## Terms of Reference Compliance – Committee Work Plan

**KHSC People, Finance & Audit Committee**

**2023-24**

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### Terms of Reference Requirements

- **Other duties as assigned by the Board:**
  - Multiple
  - Ensure orientation briefing at first meeting focusing on role to provide oversight and advice to Board on financial performance of hospital, capital, info mgmt, enterprise risk & redevelopment.
  - To provide oversight for human resources and occ health/wellness for employees, credentialed staff, learners and volunteers
  - CEO Update – Aligned with Committee Mandate

### 2.0 People

- Review the hospital’s talent management and leadership development plan annually
  - Carlton
  - Review: July 26, 2023 Senior Leadership Team Meeting
  - Discuss: August 9, 2023 Committee Chairs Planning Session
  - Endorsed: September 25, 2023 PFA Committee Meeting
  - Approved by KHSC Board: October 23, 2023

- Review health human resource plan and labour relations reports
  - Carlton
  - Update on HHR Planning
  - Update on HHR Planning
  - Update on HHR Planning
  - Update on HHR Planning
  - Update on HHR Planning

- Review and recommend to the Board the approval of the annual occupational health and safety report
  - Carlton
  - Update on workplace violence
  - Annual occupational health and safety report
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#### KHSC PEOPLE, FINANCE & AUDIT COMMITTEE
#### 2023-24

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#### Terms of Reference Requirements

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<th>Focus</th>
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<tbody>
<tr>
<td>Review staff and physician engagement strategy and related results</td>
<td>Carlton/Fitzpatrick</td>
<td>Update on staff and physician engagement initiatives (including Staff &amp; Physician Survey results)</td>
<td></td>
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<td>Review medical staff resource plan</td>
<td>Fitzpatrick/Gillies</td>
<td>Update from November SEAMO Retreat including status on SEAMO 3-year HHR plan</td>
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<tr>
<td>Ensure the integrity and completeness of the appointment and credentialing process for medical, dental, midwifery, and extended class nursing staff</td>
<td>Gillies/Fitzpatrick</td>
<td>Update on KHSC’s credentialing processes</td>
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<tr>
<td>Ensure the integrity and completeness of the appointment and hiring process for employees and volunteers</td>
<td>Carlton</td>
<td>Update on KHSC’s hiring process</td>
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<td>Ensure policies are in place to provide a framework for the management of hospital investment assets;</td>
<td>Toop</td>
<td>Discuss Investment Policy and review Investment Guidelines and compliance reporting</td>
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<tr>
<td>Review and recommend to the Board the Hospital &amp; Community Annual Planning Submissions (HAPS/CAPS) and internal operating and capital budgets;</td>
<td>Toop</td>
<td>2023-24 Hospital / Community Annual Planning Submissions Overview of 2023-24 internal operating and capital budgets</td>
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**Terms of Reference Requirements**

- **Q1** report H-SAA / M-SAA financial indicators
- **Q2** report H-SAA / M-SAA financial indicators
- **Q3** report H-SAA / M-SAA financial indicators
- **Q4** report H-SAA / M-SAA financial indicators

- **Review/recommend final 2024-25 internal capital budgets**
- **Review/recommend H-SAA / M-SAA to Board** (subject to OH timeframes)
- **Annual attestations – KHSC CEO BPSAA Compliance + MSAA Attestation**

- **Regularly review the hospital’s financial statements;**
- **Review & discuss financial results**
- **Review & discuss financial results**
- **Review & discuss financial results**
- **Review & discuss financial results**

- **Review related elements of bargaining mandates as brought forward by management;**
- **Update on collective bargaining impacting current fiscal year including recent arbitration awards**

- **Review impact of sick, vacation and WSIB;**
- **Update on financial impact of non-worked compensation related items**
- **Public Sector Salary Disclosure (PSSD)**

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**Note:**

- **Review:** July 26, 2023 Senior Leadership Team Meeting
- **Discuss:** August 9, 2023 Committee Chairs Planning Session
- **Endorsed:** September 25, 2023 PFA Committee Meeting
- **Approved by KHSC Board:** October 23, 2023
**Terms of Reference – Compliance Committee Work Plan**

**KHSC People, Finance & Audit Committee**

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**Terms of Reference Requirements**

- **Monitor debt obligations and repayment planning;**
  - Toop
  - As required

- **Receive report on debt obligations and repayment planning;**
  - As required

- **Recommend according to board policy capital and operating expenditures that exceed management’s spending authority;**
  - Multiple
  - As required

- **As required**

- **As required**

- **As required**

- **As required**

- **As required**

- **As required**

- **As required**

- **Confirm adjustments to Banking Resolution/Officer succession post June Board/AGM/Special**

**4.0 Audit**

- **Assess and review all aspects of the relationship with external auditors and recommend reappointment, or replacement of the auditors including remuneration;**
  - Toop
  - Discuss performance of external auditors on interim audit activities

- **Recommend to Board reappointment or replacement of external auditors**

- **Review scope of the external annual audit and recommend the annual audited financial statements and the external auditors’ report;**
  - Toop
  - Review status of prior year external audit recommendations

- **Review and endorse the proposed fiscal 2023-24 external audit plan**

- **Receive results of interim external audit activities**

- **Review draft format for audited financial statements and note disclosures**

- **Review draft audited financial statements, note disclosures and audit findings and special audit reports with external auditors and recommend to Board**

**5.0 Property, Facilities & Development**

- **Review quarterly reports from management on the status of capital development and infrastructure projects;**
  - Wells Pearce / Toop

- **Q1 Update on major capital development & infrastructure projects**

- **Q2 Update on major capital development & infrastructure projects**

- **Q3 Update on major capital development & infrastructure projects**

- **Q4 Update on major capital development & infrastructure projects**
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**Terms of Reference Requirements**

6.0 Information Technology

- review periodic reports from management related to major projects of information management technology functions, including regular financial reporting;
  - Gamache O'Leary
  - Q1 Update on major IT projects including regional HIS project
  - Q2 Update on major IT projects including regional HIS project
  - Q3 Update on major IT projects including regional HIS project
  - Q4 Update on major IT projects including regional HIS project

- review processes in place to safeguard information sources including patient confidentiality;
  - Gamache O'Leary
  - Receive overview of processes in place to safeguard information
  - FOI compliance

7.0 Strategy Performance Targets

- ensure progress on KHSC strategy and annual corporate plan by reviewing assigned performance indicators;
  - Multiple
  - Receive Q1 Strategy Performance Report
  - Receive Q2 Strategy Performance Report
  - Receive Q3 Strategy Performance Report
  - Receive Q4 Strategy Performance Report

- receive the internal control reports and monitor management’s resulting action plans;
  - Multiple
  - Review status update of prior year internal control review recommendations
  - Discuss & obtain approval for current year internal control review activities
  - Receive current year internal control report and discuss management’s response to recommendations

- review and confirm the appropriateness and effectiveness of the internal control processes including key policies;
  - Toop
  - Discuss proposed internal control framework

- confirm the type and amounts of insurance carried by the hospital;
  - Carter
  - Receive annual update on all insurance claims (post HIROC annual visit in October)

- ensure robust process for integrated risk management framework at KHSC;
  - Carter
  - Receive plan for revised approach to IRM and development of risk profile
  - As required
  - Receive Updated KHSC Risk Profile
  - As required

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  - Multiple
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- Monitor and report on the integrated risk domains assigned to this committee which include:
  - To be defined through the development of new risk profile
  - Carter + Toop, Carlton, Gamache-O'Leary

- Receive plan for revised approach to IRM and development of risk profile
  - As required

- Receive Updated KHSC Risk Profile
  - As required

- As Required
  - As required

**Board Reporting Requirements**

- Board reports due at CEO’s office
- Kemp
  - October 9
  - October 16
  - October 23

- Board mailing date
  - December 1
  - December 4
  - December 11

- Board meeting date
  - January 19
  - January 22
  - January 29

- March 11
  - March 18
  - March 25

- April 26
  - April 29
  - May 6

- June 10
  - June 17
  - June 24

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