

**TERMS OF REFERENCE COMPLIANCE – COMMITTEE WORK PLAN
KHSC RESEARCH COMMITTEE (including as Sole Corporate Member of KGHRI)
2023-24**

Review: July 26, 2023 Senior Leadership Team Meeting
Discuss: August 9, 2023 Committee Chairs Planning Session
Endorse: Sept 26, 2023 Committee Mtg
Approved by KHSC Board: October 23, 2023

Month	MRP	September	November	January	February	April	May
Date		26	28	16	27	23	28
Focus		Q1	Q2	HAPs/CAPs	Q3, QIP & HSAA MSAA	ACP & Indicators	Q4
Terms of Reference Requirements							

1.0 General Responsibilities	A. recommend an annual work plan to the Board For Consideration in 2023-24: Update of Research Committee Terms of Reference.	Pichora/ Smith	Draft committee work plan reviewed as part of orientation + terms of reference				Final executed work plan provided with year-end committee report
	B. present a year-end report to the Board	Pichora/ Smith					Review draft year-end committee report and recommend to Board & ensure report captures governing body achievements
	C. annually review, confirm and recommend revisions to KHSC Board policies for which they have oversight	Pichora/ Smith	Discuss board level research policies that may be required Review research current obligations outlined in current KHSC-Queen's Affiliation Agreement – may have policy implications	Draft policies for committee review			Final review of policy revisions, pertaining to research, for recommendation to KHSC Board (June Board meeting)
	D. Engage committee in generative discussions E. Ensure principle-based decision-making guides all committee discussions and decision-making and also incorporating the Catholic Health Ethics Guide at the HDH site F. Review relationship with Queen's to assess alliance with strategic goals of KHSC re research	Pichora/ Smith		Generative Topic TBD Management to provide attestation that research conducted at HDH site meets guidelines Update on review of KHSC – Queen's Affiliation Agreement (updated Agreement expected in 2023-24)			Generative Topic TBD Checkpoint on proposed amendments – alignment to KHSC/Queen's Affiliation Agreement

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	G. Other duties as assigned by the Board	Pichora/Smith	CEO Report - aligned with committee mandate	Ontario Health Team Update CEO Report - aligned with committee mandate	CEO Report - aligned with committee mandate	CEO Report - aligned with committee mandate	Ontario Health Team Update CEO Report - aligned with committee mandate	CEO Report - aligned with committee mandate
	H. Oversee management's work to ensure all research, innovation and commercialization activities align with the KHSC strategic plan; Receive attestation from management re compliance with KHSC contractual obligations and applicable laws related to research;	Pichora/Smith	Receive Q1 Strategy Milestone Report	Receive Q2 Strategy Milestone Report		Receive Q3 Strategy Milestone Report		Receive Q4 Strategy Milestone Report
	I. Assess annual corporate plan in light of KHSC strategic plan and approve research indicators;	Pichora/Smith	Presentation on KHSC Strategic Plan & Overview of 2023-24 Annual Corporate Plan to ensure research alignment with ACP		Touchbase on 2023-24 Annual Corporate Plan in advance of January HAPs Board Session		Review draft ACP & associated research indicators for recommendation to May 6 KHSC Board Session	Final draft of 2024-25 indicators performance measurement system for 2024-25 ACP (post January budget approvals)
J. Receive updates on opportunities for innovation and commercialization of research by KHSC and receive presentations on ongoing research at KGHRI;	Pichora/Smith	Q1 Strategy Milestone Report to include updates on innovation and commercialization Researcher Profile TBD	Q2 Strategy Milestone Report to include updates on innovation and commercialization Researcher Profile TBD	Researcher Profile TBD	Q3 Strategy Milestone Report to include updates on innovation and commercialization Researcher Profile TBD	Researcher Profile TBD	Q4 Strategy Milestone Report to include updates on innovation and commercialization Researcher Profile TBD	

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	K. As directed by KHSC board chair, participate in governance-level collaboration initiatives with Queen's and other stakeholders to enhance research and innovation for the benefit of all stakeholders, (e.g., attendance at funding announcements where Trustees of Queen's are also present; participating in meetings involving Trustees of Queen's that advance the interest of KHSC and Queen's in research domestically and internationally);	Pichora/Smith	Summary report of KHSC/Queen's meetings and events for Q1 period	Summary report of KHSC/Queen's meetings and events for Q2 period		Summary report of KHSC/Queen's meetings and events for Q3 period		Summary report of KHSC/Queen's meetings and events for Q4 period
2.0 Committee Composition	L. Review requirements for and skill sets of committee members	Pichora/Smith			Advise Governance Committee of any adjustments needed to membership skills requirements (Board Committee) requirements for 2024-25 committee year	Outreach to the Principal of Queen's University to confirm his/her delegate		
3.0 General	M. Consider adequacy of meeting frequency and duration	Pichora/Smith				Review 2024-25 KHSC Board & Committee meeting schedule / recommendation adjustments to April Governance Committee meeting		
	N. Orientation Session including Confirmation of rules of order	Pichora/Smith	Confirm Rules of Order with committee as part of orientation session at initial meeting					Annually reaffirm Rules of Order as determined by the KHSC Board

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	O. Review Committee terms of reference and workplan and recommend any changes to KHSC Board	Pichora/Smith	Review proposed adjustments to work plan or TOR (see page 1 of work plan) to ensure consistency with other KHSC Board Committees	TOR may require adjustments once Board level research policies have been endorsed			
4.0 Research Committee constituted as sole corporate member of KGHRI	Hold AGM for KGHRI and conduct the annual business of KGHRI as a sole corporate member of KGHRI Provide a report to KHSC Board of all actions taken by the member at the prior year's AGM for the KGHRI	Pichora/Smith	-Report to KHSC Board re AGM results (i.e. result of voting by sole corporate member of KGHRI on election of directors and appointment of auditor) -Report to KHSC Board on audit results and audited financial statements for KGHRI				At annual general meeting of KGHRI: -election of directors of KGHRI - receipt of financial statements of KGHRI -receipt of report of public accountant for KGHRI -appointment or re-appointment of public accountant for KGHRI
5.0 KGHRI Board Work Plan	A. RI audit plan and Financial Statements	Pichora/Smith				KGHRI Board to review and endorse the proposed 2023-24 external audit plan and receive results of interim external audit activities	KGHRI board to review draft format for audited financial statement presentation and note disclosures

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	B. Audit recommendations, interim results	Pichora/ Smith	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
	C. Recommendation re appointment of auditor/public accountant for KGHRI	Pichora/ Smith				Discuss performance of external auditors on interim audit activities		Recommend to Research Committee sitting as sole corporate member of the KGHRI, the reappointment or replacement of external auditors/public accountant
	D. In preparation for KGHRI AGM, confirm slate of proposed directors and officers for RI	Pichora/ Smith						Confirm Final slate for election of directors and officers at the KGHRI AGM in June 2024
	E. Create or adopt new essential policies appropriate to the RI including: <ul style="list-style-type: none"> - KGHRI Performance Indicators - KGHRI CEO Performance/Succession Planning - Financial Planning/Budget - Strategic Planning - Compliance, Quality and Safety 	Pichora/ Smith					Final review of policy revisions, pertaining to research, for recommendation to Research Committee (April RC meeting)	

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6.0 KHSC Research Committee and KGHRI together (NEW)	Integrated Risk Domains: Monitor and report on integrated risk domains assigned to this committee which include: <ul style="list-style-type: none"> To be defined through the development of the new risk profile 	Carter	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
7.0 KHSC Board Reporting Requirements	Board reports due at CEO's office Board mailing date Board meeting date	Lloyd	October 10 October 17 October 24	December 2 December 5 December 12	January 19 January 23 January 30	March 13 March 20 March 27	April 27 May 1 May 8	June 5 June 12 June 19