

**TERMS OF REFERENCE COMPLIANCE – COMMITTEE WORK PLAN
KHSC BOARD EXECUTIVE COMMITTEE
2024-25**

Reviewed: Senior Leadership Team Meeting August 14, 2024
Discussed: Committee Chairs Planning Session August 21, 2024
Endorsed: Executive Committee October 9, 2024
Approved: KHSC Board: October 28, 2024

	Month	MRP(s)	October	November	May
	Date		9 th	20 th	14 th
	Board Reporting		Report to Oct 28 Board	Report to Dec 16 Board	Report to June 23 Board
	Focus		Committee Orientation & Work Plan / ONCA	CEO & COS Performance / ONCA	CEO & COS Performance / P4P / ONCA compliance
	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	EVP, People, Mission & Partnerships	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	EVP, People, Mission & Partnerships			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	EVP, People, Mission & Partnerships	Review Executive Committee oversight policies at committee orientation	As required	All Updated/revised policies to Governance for reporting at June Board
	1.4	Ensure principle-based decision-making guides all committee discussions and decision-making	Ilse		ASSIST Education module refresh at November committee meetings (All committees)	
	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>	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	ONCA compliance recommendations (as needed)	ONCA compliance recommendations (as needed) Update on OHA Special Committee on Hospital Leadership Recruitment & Retention	ONCA compliance recommendations (as needed)
	1.7	Update to Board re committee activities from most recent meeting Most recent approved committee minutes provided to the Board	McCullough Cuddington	To October 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:	EVP, People, Mission & Partnerships				
		- Developing a position description for the CEO and COS for Board approval	EVP, People, Mission & Partnerships	Provide CEO and COS position descriptions to support 2024-25 evaluation process			
		- Overseeing recruitment, selection, and succession planning for the CEO and COS, for Board approval	TBD	As required	As required	As required	CEO & COS to confirm candidates for sudden CEO and COS succession Planning
		- Developing and conducting a process to review the performance of the CEO and COS and reporting the results to the Board	TBD		Finalize approach & framework for 2024-25 Performance Evaluation Process for CEO & COS	Finalize report to Board on 2024-25 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	TBD		Update on measurable metrics to support CEO/COS Evaluation process Q1 & Q2 CEO & COS Performance Objectives Reporting on 2024-25	Update on CEO and COS annual learning plans Q3 & Q4 CEO & COS Performance Objectives Reporting on 2024-25	
		- Recommending CEO and COS compensation for Board approval	TBD		Confirm pay at risk link to QIP 2024-25 Confirm pay for performance for 2023-24 has been completed	Ensure QIP link to performance metrics for 2025-26 2024-25 Pay for Performance recommendation to Board Confirm Approach to 2025-26 P4P metrics	
		Oversee the CEO and COS supervision of management and management succession plans	TBD		Approach to succession planning framework for Executive & Physician Leadership	Update overall succession planning for executive team and physician leadership group	

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Board Reporting Requirements	Board reports due at CEO's office Board mailing date Board meeting date	Cuddington	October 18 October 21 October 28	December 6 December 9 December 16	June 3 June 10 June 17