TERMS OF REFERENCE COMPLIANCE – COMMITTEE WORK PLAN
KHSC BOARD EXECUTIVE COMMITTEE
2026-27

Committee Chairs Planning Session Discussed: August 26, 2026
Executive Committee Endorsed: October 7, 2026
KHSC Board Approved: October 26, 2026

			Month	MRP(s)	September	October	November	June
			Date		**8th**	**7th**	**18th**	**2nd**
			Board Reporting		**Report to Sept 19 Board**	**Report to Oct 26 Board**	**Report to Dec 14 Board**	**Report to June 21 Board**
			Focus		**Special Meeting: COS Recruitment**	**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 committee's 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 Identify any required policy updates/revisions for review by the Governance Committee		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	Multiple		Opening Value Statement	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 *(See terms of reference for non-delegable decisions)*	As required *(See terms of reference for non-delegable decisions)*	As required *(See terms of reference for non-delegable decisions)*
	1.6		Undertake such other activities as may be authorized by the Board, from time to time	TBD		As required	As required	As required
	1.7		**Update to Board** on committee activities from most recent meeting Most recent approved committee minutes **provided to the Board**	Leslie Devos		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:					
		Developing a position description for the CEO and COS for Board approval	Naraine				Review CEO and COS role descriptions for F28 performance and compensation administration for **approval by the Board**
		Overseeing recruitment, selection, and succession planning for the CEO and COS, **for Board approval**	Naraine	Update COS recruitment and selection process	Update COS recruitment and selection	Review Critical Path for CEO and COS recruitment and selection Update COS recruitment and selection as required	As required Review process for sudden CEO and COS succession planning and confirm that it has been undertaken for F28 Update COS recruitment and selection as required
		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 F27 CEO & COS performance for **approval by the Board** Review approach for F28 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 F27 Performance Progress – Q1 & Q2 Strategic Performance Reports	Review CEO & COS F27 Performance Q4 Strategic Performance Reports
		Recommending CEO and COS compensation **for Board approval**	Naraine	Confirm that pay for performance for F26 has been completed (confirmation may be reported in advance of meeting by email)	Review approach to CEO and COS performance pay		Assess F27 performance and determine related pay for performance outcomes for **approval by the Board** Determine measurable performance metrics associated with CEO and COS F28 pay for performance for **approval by the Board** ensuring QIP link

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	Oversee the CEO and COS supervision of management and management succession plans	Naraine		Review KHSC Talent Review model addressing management succession planning		
Board Reporting Requirements	Board reports due at CEO's office Board mailing date Board meeting date	Devos	August 27 September 1 September 8	October 16 October 19 October 26	December 4 December 7 December 14	June 11 June 14 June 21