

**BOARD CALENDAR**

| <b>ACTIVITY</b>   | <b>LEADERSHIP</b>                                  | <b>Apr</b> | <b>June</b> | <b>Oct</b> | <b>Dec</b> | <b>Feb</b> | <b>As required</b> |
|---|--|------------|-------------|------------|------------|------------|--------------------|
| <b>2(4) Composition and Board Organization</b>  |  |            |             |            |            |            |                    |
| (a) Annually review Board Profile and Director Criteria   | Board & Governance & Human Resources Committee     |            |             |            |            |            | X                  |
| (b) Appoint, determine the composition of, and set Board Committee mandates   | Board  |            |             |            |            |            | X                  |
| (c) Implement evaluation process for performance & effectiveness of Board, Chair, Committees and Individual Directors   | Governance & Human Resources Committee             |            |             |            |            |            |                    |
| (d) Ensure the Authority's governance practices meet the needs of Government, the Authority, and the public   | Board  |            |             |            |            |            | X                  |
| (e) Appoint the Secretary to the Board  | Board  |            |             |            |            |            | X                  |
| <b>3(1) Human Resources</b>   |  |            |             |            |            |            |                    |
| (a) Undertake appointment of the CEO, in conjunction with the Ministry  | Governance & Human Resources Committee             |            |             |            |            |            | X                  |
| (b) Approve CEO Terms of Reference  | Board  |            |             |            |            |            | X                  |
| (c) Approve CEO total compensation package, within parameters set by the Ministry of Health and PSEC Recommend to the Ministry.<br><br>Approve of CEO pay at risk | Board Chair & Chair Governance and Human Resources | X          |             |            |            |            |                    |

**BOARD CALENDAR**

| <b>ACTIVITY</b>  | <b>LEADERSHIP</b>  | <b>Apr</b> | <b>June</b> | <b>Oct</b> | <b>Dec</b> | <b>Feb</b> | <b>As required</b> |
|--|--|------------|-------------|------------|------------|------------|--------------------|
| (d) participate in the Board Chair and Governance & Human Resources Committee Chair led review of the CEO's performance at least annually, against agreed upon annual objectives                           | Board Chair and Governance & Human Resources Committee Chair | X          |             |            |            |            | X                  |
| (e) Receive for information certain matters relating to all Executive and Excluded/Non Contract personnel including changes to annual compensation or new benefit programs or changes to existing programs |  |            |             |            |            |            | X                  |
| (f) receive for information the compensation plan for senior staff reporting directly to the CEO   | Board  |            |             |            |            |            | X                  |
| (g) ensure a close liaison with HEABC  | Board  |            |             |            |            |            | X                  |
| (h) Ratify HEABC negotiated tentative collective agreements  | Governance & Human Resources Committee                       |            |             |            |            |            | X                  |
| (i) Ensure CEO & management succession and development plans are in place  | Board & Governance & Human Resources Committee               | X          |             | X          |            | X          |                    |
| (j) Ensure human resource and medical resource strategies are in place   | Governance & Human Resources Committee                       |            | X           |            |            |            | X                  |
| <b>3(2) Mission, Strategy, and Plans</b>   |  |            |             |            |            |            |                    |
| (a) Review and approve Vision, Mission, Values and Strategic Goals   | Strategic Priorities Committee & Board                       |            |             |            |            |            |                    |

**BOARD CALENDAR**

| <b>ACTIVITY</b>  | <b>LEADERSHIP</b>  | <b>Apr</b> | <b>June</b> | <b>Oct</b> | <b>Dec</b> | <b>Feb</b> | <b>As required</b> |
|--|--|------------|-------------|------------|------------|------------|--------------------|
| (b) Review, question and validate the Authority's strategic planning                                       | Strategic Priorities Committee   |            |             |            |            | X          |                    |
| (c) Review and approve Service Plan  | Strategic Priorities Committee   |            |             |            |            |            | X                  |
| (d) Review and approve Annual Capital and Operating Budgets  | Audit & Finance Committee  |            |             |            | X          | X          |                    |
| (e) Review and approve clear benchmarks for performance against which planning and budgets can be measured | Strategic Priorities Committee   |            |             |            |            |            | X                  |
| (f) Monitor Authority's performance against strategic plans.   | Board & Board Committees   | X          | X           | X          | X          | X          |                    |
| <b>3(3) The Medical Staff</b>  |  |            |             |            |            |            |                    |
| (c) Approve Medical Staff By-Laws and Rules  | Quality Committee from Health Authority Medical Advisory Committee         |            |             |            |            |            | X                  |
| (d) Receive regular reports from the Health Authority Medical Advisory Committee                           | Quality Committee & Board from Health Authority Medical Advisory Committee | X          | X           | X          | X          | X          | X                  |
| (e) Approve appointment, privileges, and reappointment of medical staff                                    | Quality & Board from Health Authority Medical Advisory Committee           | X          | X           | X          | X          | X          | X                  |

**BOARD CALENDAR**

| <b>ACTIVITY</b>  | <b>LEADERSHIP</b>                                | <b>Apr</b> | <b>June</b> | <b>Oct</b> | <b>Dec</b> | <b>Feb</b> | <b>As required</b> |
|--|--|------------|-------------|------------|------------|------------|--------------------|
| <b>3(4) Financial and Risk Issues</b>  |  |            |             |            |            |            |                    |
| (a) Ensure implementation and integrity of Authority’s internal control and management information systems                                   | Audit & Finance Committee                        |            | X           |            |            |            | X                  |
| (b) Ensure management identifies principal financial and non financial risks and implements appropriate systems and programs to manage risks | Audit & Finance & Strategic Priorities Committee |            |             |            |            |            | X                  |
| (c) Monitor operational and financial results  | Audit & Finance Committee                        | X          | X           | X          | X          | X          |                    |
| (d) Approve annual financial statements, and approve release thereof by management   | Audit & Finance Committee                        |            | X           |            |            |            |                    |
| (e) Approve appointment of external auditors and approve audit fees  | Audit & Finance Committee                        |            | X           |            |            |            |                    |
| (f) Review and approve of external auditors and approve auditors’ fees   | Audit & Finance Committee                        |            | X           |            |            |            |                    |
| (g) Review and approve the Internal Audit Rolling Project Plan and the Annual Audit Report   | Audit & Finance Committee                        |            |             |            |            |            | X                  |
| (h) Review Enterprise Risk Management Program  | Board  |            |             |            |            | X          |                    |
| <b>ACTIVITY</b>  | <b>LEADERSHIP</b>                                | <b>Apr</b> | <b>June</b> | <b>Oct</b> | <b>Dec</b> | <b>Feb</b> | <b>As required</b> |

**BOARD CALENDAR**

| <b>ACTIVITY</b>   | <b>LEADERSHIP</b>         | <b>Apr</b> | <b>June</b> | <b>Oct</b> | <b>Dec</b> | <b>Feb</b> | <b>As required</b> |
|---|---------------------------|------------|-------------|------------|------------|------------|--------------------|
| <b>3(5) Policies and Procedures</b>   |                           |            |             |            |            |            |                    |
| (a) Approve and monitor compliance with all significant policies and procedures by which the Authority is operated  | Board                     |            |             |            |            |            | X                  |
| (c) Review significant new policies or material amendments to existing policies   | Board                     |            |             |            |            |            | X                  |
| <b>3(6)(b) Government/ Stakeholder Communication</b>  |                           |            |             |            |            |            |                    |
| (i) Ensure Authority has in place a policy to enable management and the Board to communicate effectively with the Government, stakeholders and the public generally | Board                     |            |             |            |            |            | X                  |
| (ii) Ensure financial performance of the Authority is adequately and promptly reported to Government and Stakeholders   | Audit & Finance Committee |            | X           |            |            |            | X                  |
| (iii) Ensure financial results are reported fairly and in accordance with generally accepted accounting principles  | Audit & Finance Committee |            | X           |            |            |            | X                  |
| (iv) Ensure timely reporting of any other developments that have a significant and material effect on the Authority   | Board                     |            |             |            |            |            | X                  |

**BOARD CALENDAR**

| <b>ACTIVITY</b>  | <b>LEADERSHIP</b> | <b>Apr</b> | <b>June</b> | <b>Oct</b> | <b>Dec</b> | <b>Feb</b> | <b>As required</b> |
|--|-------------------|------------|-------------|------------|------------|------------|--------------------|
| (v) Report annually to the Government on the Board's stewardship for the preceding year. | Board             |            | X           |            |            |            |                    |
| (vi) Review Health Authority Communications Strategy                                     | Board             |            |             |            |            | X          |                    |
| (vii) Review Integrated Ethics Framework   | Board             |            |             |            |            |            | X                  |
|  |                   |            |             |            |            |            |                    |