

POLICY NUMBER: GP - 9
ISSUING AUTHORITY: Board of Directors
Date: Issued December 19, 2012
Reviewed December 6, 2023
Revised December 19, 2023



SUBJECT:

Governance Process
BOARD AGENDA PLANNING

POLICY:

To accomplish its mandate with a governance style consistent with Board policies, the Board develops an Annual Governance Plan and process for preparing monthly agendas.

1. The Board follows an Annual Governance Plan which:
 - 1.1. revisits Statement of Purpose annually, and
 - 1.2. continually improves Board performance through Board education.
2. The annual governance cycle runs from April to March under the following topics:
 - ❖ Policy Review and Monitoring
 - ❖ Policy-Related Board Work
 - ❖ Quality & Accountability
 - ❖ Board Education
 - ❖ Community Engagement
3. Based upon the Annual Governance Plan, the Board delegates to the Board Chair and/or Vice Chair the authority to prepare, jointly with the CEO, the detailed Governance Plan (Agenda) for Board meetings.
 - 3.1. Board member requested agenda items are reviewed to ensure they relate to the Board's responsibilities, rather than to administrative or staff activities. The Agenda presentation shall include a report on any items that were declined because they fell outside Board responsibilities.
 - 3.2. No actions or discussion are taken by the Board on any items not appearing on the circulated agenda unless they are deemed to be of an urgent nature; an explanation is given as to the urgency and a request for inclusion is supported by a majority vote of the Board, or a unanimous vote of those members present if fewer than two-thirds of the Board members are present.
 - 3.3. As part of its Annual Governance Plan and in conjunction with the Regional budgeting process, the Board establishes an annual budget for its development and activities and monitor expenses against the budget concurrently with Executive Limitation (EL-5) Financial Conditions and Activities.

4. The Board attends to consent agenda items as expeditiously as possible.
 - 4.1. The Board attends to consent agenda items moved out of the consent agenda as expeditiously as possible
5. If CEO monitoring reports e.g. Governance Dashboards; Finance Dashboards; Leadership Reports etc., show policy violations or non-compliance, or if relevant policy is to be debated, a report/review is dealt with either at that meeting or scheduled on a future agenda.
6. Board members receive the Agenda and relevant background information and reports at least three days prior to each Board meeting.