



## GOVERNANCE COMMITTEE 2016 WORK PLAN

Revised January 14, 2016 - Final

Governance Committee Matters	Frequency			Planned Timing			
(A – Annual; EM – Each Meeting; AR – As Required)	A	EM	AR	Feb	May	Aug	Nov
1. Review Code of Conduct and Conflict of Interest policies with board members	X						X
2. Oath of Office sign-off	X						X
3. Develop committee’s work plan and recommend board work plan	X			X			
4. Review by-law to ensure current and consistent			X				
5. Recommend governance policies			X				
6. Review and amend board structure and governance policy, as required	X				X		
7. Conduct annual compliance audit on selected AO policies in 3 year cycle	X			X	X		
8. Review and approve governance committee minutes		X		X	X	X	X
9. Report to the board at all regular meetings		X		X	X	X	X
10. Review AO performance related to good governance practices, include Committee surveys	X					X	
11. Evaluate Board performance, including tracking and reporting on attendance also includes Board survey	X	X		X	X	X	X
12. Ensure board conducts in-camera sessions		X		X	X	X	X
13. Manage board complaint process and violations of conduct			X	X	X	X	X
14. Review board committees’ terms of reference	X						X
15. Ensure development of adequate risk management program	X						X
16. Define structure of nominations committee and select a chair	X					X	
17. Board succession planning and recruitment of directors	X				X	X	
18. Conduct board orientation for directors and staff	X						X