

## TERMS OF REFERENCE FOR THE COMMITTEE OF THE WHOLE

### I. PURPOSE

The purpose of the Committee of the Whole is to provide an opportunity for all Board members to be involved in presentations, discussions and decisions on strategic matters related to planning, quality, enterprise risk management, emergency preparedness, accreditation and outcomes achieved through investments in information management/information technology projects.

### II. COMPOSITION AND OPERATIONS

- a) The committee shall be composed of all nine Board members.
- b) The committee shall operate in a manner that is consistent with the Committee Guidelines outlined in the Governance Manual.
- c) The Board Chair will be the Chair for Committee of the Whole.
- d) The committee shall meet every two months, as per the Board Meeting Schedule, or at the call of the Chair.
- e) Key activities of the committee will be identified in the planning calendar.

### III. DUTIES AND RESPONSIBILITIES

Subject to the powers and duties of the Board, the committee will:

- a) review strategic issues related to planning and quality
- b) obtain reasonable assurance that the enterprise risk management process and related planning, policies and procedures are operating effectively to produce timely information for management. This includes, but is not limited to, review of:
  - i) semi-annual risk register report
  - ii) planned or existing risks mitigation measures
- c) extreme or high risk areas identified in the semi-annual risk register report may, if deemed necessary, be referred to the appropriate Board Committee for regular in-depth monitoring until the risk rating has been lowered or appropriate risk mitigation strategies have been implemented

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- d) be assured there are authority-wide preparedness plans in place for a coordinated and appropriate response to emergencies, including major disasters and pandemics
- e) Assure compliance with the requirements of the various accrediting bodies by:
  - Taking responsibility for the Board's areas of accreditation
  - Reviewing and being aware of present accreditation status
  - Being assured of a system of preparation (ongoing) for accreditation
  - Monitoring the organizations compliance with accreditation standards and the implementation of recommended changes.
- f) Review outcomes achieved through investments in Information Management/Information Technology (IM/IT) projects.
- g) Receive an annual report from the Chief Medical Health Officer on key population health issues, trends and activities.

**IV. ACCOUNTABILITY**

Minutes of the meeting will be kept and final decisions reported through the either the Chair or a designated Board member into the Board minutes.

**V. MEMBERSHIP**

All Board members

Support Staff

President & CEO  
Executive Vice President & Chief Operating Officer  
Executive Vice President & Chief Medical Officer  
Vice President & Chief Financial Officer  
Vice President of Planning  
Vice President People, Organizational Development, Practice & Chief Nurse  
Chief Medical Health Officer  
Board Liaison

Other staff as required.