



SUBJECT	Board and Committee Meeting Dates 2022
SUBMITTED TO	Governance Committee
MEETING DATE	November 24, 2020
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	For information only - No action requested
LEAD	Karen Hakkarainen, Board Secretary
SUPPORTED BY	N/A

EXECUTIVE SUMMARY

It is proposed that the Board revise the model for its annual calendar to include four full board cycles (a "cycle" being one full-day board meeting plus meetings of the standing committees) and one meeting for the purpose of a board retreat or board education. The current practice is for the Board to schedule five full board cycles per year plus education/retreat days. The proposal has been reviewed by the Executive team, who provided their unanimous support. The input of the Governance Committee is now sought. Based on the input of the Governance Committee a final proposal of the model and meeting dates for 2022 will be developed for presentation to and approval by the Board of Governors.

DISCUSSION

It is proposed that the Board adopt a new approach to its annual calendar. The proposed structure is designed to achieve a number of objectives, including:

- Reducing the demand on Board members in carrying out their governance responsibilities,
- Providing regular opportunities for board development,
- Approving the University budget before the start of the fiscal year, and
- Regularizing the time between Committee meetings and Board meetings to allow sufficient time for the Secretariat Office to turn briefing materials around from the Committees to the Board.

It is proposed that the Board meet as follows:

- January - education/retreat meeting
- March - full cycle
- June - full cycle
- September - full cycle
- December - full cycle

A key consideration in developing the proposed annual calendar is the statutory requirement for the Board to meet at least every three months. In the proposed annual calendar, the December meeting would occur early in the month and the March meeting would occur late in the month. The proposed January Board education meeting provides a necessary bridge between the December and March meetings.

While four full board cycles are proposed, an extra meeting of any Committee could be built into the calendar for any given cycle if needed; for example, the Finance Committee may wish to meet twice in the March cycle: once to have an early view of a draft operating budget and later to receive the final draft budget for review and

recommendation to the Board in late March. In addition, the scheduling of extraordinary meetings or electronic votes to conduct emerging or urgent business is an option available to the Board and the Committees. In current practice, for example, the Employee Relations Committee has often met on short notice via teleconference outside of the regular annual calendar to deal with matters related to collective bargaining and the Board has conducted e-votes to provide its approval to such matters.

It should be noted that concurrent with developing the proposal for a new model for the Board's annual calendar, the Secretariat office is leading a review of all of the Committees' reporting items. The Committee Chairs, Vice-Chairs, designated Executives and other Executives (their participation dependent on subject matter) are participating in this process. The primary goal of the exercise is to ensure that the Committees are focusing on strategic priorities and key risks while fulfilling their fiduciary responsibilities and, through the process, identifying reporting on subject matter that is either stale-dated or of an operational nature and removing those items from the Committees' agendas. At the end of the review process the Committees' leadership and the Executive team should have a clear understanding of and agreement on those items that need to be reported to the Committees. A final step in this review will be to align the agreed-upon, streamlined reporting requirements to the annual calendar.

The proposed model for the annual calendar with dates for 2022 is as follows:

January

Board Meeting (Educational) Thursday, January 27, 2022

March

Audit Committee Thursday, March 17, 2020

Committees Wednesday, March 9 and Thursday, March 10, 2022

Board Meeting Thursday, March 31, 2022

June

Audit Committee Thursday, June 16, 2022

Committees Tuesday June 7 and Wednesday, June 8, 2022

Board Meeting Thursday, June 23, 2022

September

Audit Committee Monday, September 19

Committees Wednesday September 7 and Thursday September 8, 2022

Board Meeting Thursday, September 22, 2022

November/December

Audit Committee Tuesday, November 29, 2020

Committees Wednesday, November 23 and Thursday, November 24, 2022

Board Meeting Thursday, December 8, 2022

The Committee is asked for its feedback on the proposed annual calendar. Based on feedback, a proposal for meeting dates for 2022 will be provided to the Board at the December meeting for its review and approval.