

**BOARD OF GOVERNORS  
PROCEDURE**

POLICY REFERENCE GP 90 – Annual Board Planning Cycle

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The Governance Committee develops the Board's annual planning calendar of meetings and activities for the coming year prior to the Board's June meeting for approval. The Board Calendar informs agendas for each board meeting to ensure that the Board provides effective governance and fulfills its legislated obligations to the institution and its communities. In establishing the agenda, the focus must be strategic and any other information circulated should be for information sharing purposes, not for board approval.

The Board Chair and the President set the agendas for all meetings.

The process to establish the agenda is as follows:

1. The President and Executive Assistant develop a draft agenda based on the annual board calendar and emerging issues and information submitted to the board for discussion at the board meeting;
2. The draft agenda is circulated for consideration to the Board Chair;
3. The President and the Board Chair will meet, face-to-face, or by teleconference or email to provide input into the final agenda, the nature of information required to support discussion and decision-making and to provide management with an indication of concerns or issues that the board may raise during its deliberations in order to facilitate timely decision-making; and
4. Once approved, the President and the Executive Assistant will finalize the board agenda and accumulate the board package for circulation to the Board one week prior to the scheduled board meeting.
5. A minimum of two in-camera meetings per year are held without management present. These meetings will be scheduled at the end of a regular board meeting or retreat and are meant to provide an opportunity for board members to explore freely any issues they wish to raise privately. The Board Chair should provide the President with feedback on the contents and results of the discussion.