


<b>North Bay Regional Health Centre</b>  <b>Centre régional de santé de North Bay</b>	<b>Policy/Procedure</b>	
<b>Title</b> Board Committee	<b>Policy Number</b> ADM-BO-002	
<b>Developer</b> Governance Committee	<b>Category</b>	Board
	<b>Issue Date</b>	June 23, 2011
	<b>Revision Date</b>	September 24, 2020
	<b>Next Review Date</b>	September 2022

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## 1.0 Scope of Policy/Procedure

This policy applies to the Board of Directors.

## 2.0 Policy Statement

Pursuant to the Administrative By-Laws Part 30, and other than core committees and legislated committees, the Board endorses a zero based Committee structure. From time to time the Board will form and dissolve ad hoc committees, as required, that have a finite beginning and end.

The core and legislated committees shall be as follows:

- Executive Committee
- Resource, Finance and Audit Committee
- Governance Committee
- Medical Advisory Committee
- Quality Committee

Terms of Reference for these committees are accessible on the Board webpage.

### 3.0 Supporting Documents

Document Title	Document Type	Number
Board Quorum Policy	Policy/Procedure	<a href="#">ADM-BO-002</a>

### 4.0 Procedure/Process

#### 4.1 Committee Processes

1. All committees will have written terms of reference detailing the committees' tasks, responsibilities and functions, and frequency and schedule of meetings in a standardized format established by the Board. Committee terms of reference are reviewed by the Governance Committee and forwarded to the Board for approval, annually.
2. Each committee will develop an annual work plan to track their tasks, responsibilities and functions.
3. Minutes are available on the Intranet for information purposes.
4. Recommendations from the committees to the Board will be made in the form of motions to the Board.
5. Each committee will conduct an annual self-evaluation process and present an annual summary of its accomplishments and any ongoing issues or outstanding tasks to the Governance Committee in May for presentation to the Board in June. This information will be tracked on the committee's work plan.

#### 4.2 Membership

Based on preferences and needs, membership of Directors on Board committees will be determined through a consultative process among the Directors.

#### 4.3 Chair

The Chair of Board committees will be a Director selected by the members of the committee who are Board members.

#### 4.4 Quorum

Quorum is a 50 % plus 1 (simple majority) of the appointed voting members. Please refer to ADM-BO-023 Quorum Policy.

#### 4.5 Ex-officios

The Board Chair and the CEO are ex-officio members of all committees.

#### 4.6 Voting

The Board Chair has voting privileges at all committees but is counted for quorum purposes only when attending. The CEO does not have voting privileges at Committee Meetings unless specified under legislation (ECFAA).

#### 4.7 Committee Support

Administrative and senior staff will support all Board committees.

### 5.0 Stakeholder Review

Committee Stakeholders	Month/Year Reviewed
Board of Directors	October 2020

6.0 Approval

Signing Authority Signature	Date Signed
Board Chair	October 15, 2020