



WORK PLAN 2024-2025 (August 7, 2024)

The following is a dynamic document; adjustments may be required in accordance with provincial legislation, Ministry requirements and the College's strategic direction and operational priorities.

**Dates may be subject to change based on operational requirements and member availability.*

SEPTEMBER 2024

BOARD OF GOVERNORS

Friday September 27, 2024 – 9:00-10:30 (Public), 10:30-12:00 (In-Camera as required)

- Domestic and International Enrolment - Fall 2024 Interim Report
- Equity, Diversity & Inclusion Report
- Indigenous Academic and Student Experience Report
- Sexual Violence Prevention Annual Report
- Policies and Procedures (as required)
- Contracts for Approval (as required)
- Board Chair's Report
- President's Report
- Other Business as Required

OCTOBER 2024

Executive Committee

Wednesday October 2, 2024

- 2024-2025 Board of Governors Performance Objectives
- 2024-2025 Presidents Performance Objectives

ESG Committee

Wednesday October 2, 2024

- Progress Report

Governance Committee

Wednesday October 9, 2024 - 12:00-1:00

- Governance Policies and Procedures
- Governors Retreat Planning

NOVEMBER 2024

Finance and Audit Committee

Wednesday November 13, 2024

- Financial Position Reports
- Investment Portfolio Review Report
- Interim Budget Update and Year End Budget Projections (as required)
- Financial Sustainability Report

- Small Audits Performed in 2023-2024
- Audit Plan presented by Auditors
- Auditors to meet with Finance & Audit Committee in camera
- Approve Appointment of External Auditors

- Enterprise Risk Management (ERM) Report
- Whistleblower Report

DECEMBER 2024

BOARD OF GOVERNORS

Wednesday December 11, 2024 – 10:00-11:30 (Public), 11:30-1:00 (In-Camera as required)

- Finance and Audit Committee Report
 - Audit Plan presented by Auditors (via FAC)
 - Approve Appointment of External Auditors (via FAC)
- Fall Enrolment Report – Final
- Applied Research Strat Plan Report

- Policies and Procedures (as required)
- Contracts for Approval (as required)

- Board Chair's Report
- President's Report
- Other Business as Required

Volunteer APPRECIATION – Holiday Lunch

- **Wednesday December 11, 2024 – 1:00 – 2:30** (immediately following the Board meeting)

JANUARY 2025

Finance and Audit Committee

Thursday January 15, 2025

- Financial Position Reports
- 2025-2026 Preliminary Budget
- Report on Contracts Awarded (as required)

BOARD OF GOVERNORS

January 22, 2025 – 9:00-10:30 (Public), 10:30-12:00 (In-Camera as required)

- Finance and Audit Committee Report
 - 2025-26 Preliminary Budget
- 2025-26 Business Plan – Interim Plan

- Academic Plan Update
- Indigenous Community Council Report
- 2025/26 Student Tuition Fees
- Winter Domestic and International Enrolment “Day 10” Update
- Quality Assurance Report

- Policies and Procedures (as required)
- Contracts for Approval (as required)

- Board Chair’s Report
- President’s Report
- Other Business as Required

FEBRUARY 2025

ESG Committee

Monday February 5, 2025

- Progress Report

MARCH 2025

Finance and Audit Committee

Wednesday March 12, 2025

- Preliminary Budget 2025-26
- Financial Position Reports and forecast to year-end
- Report on Contracts Awarded (as required)
- FSA & SAC financial statements

Governance Committee

Wednesday March 12, 2025

- Governor and Committee Recruitment Requirements and Timelines 2024/25

BOARD OF GOVERNORS

Wednesday March 26, 2025 – 9:00-10:30 (Public), 10:30-12:00 (In-Camera as required)

- Finance and Audit Committee Report
 - FSA & SAC Financial Statements
 - Ancillary Fees and Student Levied Fees
- Final Winter Enrolment Report

- Policies and Procedures (as required)
- Contracts for Approval (as required)

- Board Chair's Report
- President's Report
- Other Business as Required

MAY 2024

Governance Committee

Wednesday May 14, 2025

- Long List Review

Governance Committee

Wednesday May 21, 2025

- Interviews
- Review results of Board and Committee performance/effectiveness evaluation and propose recommendations, as required.

Finance and Audit Committee

Wednesday May 14, 2025 – AUDIT

- 2024-25 Audited Financial Statements
- 2024-25 Year End Financial Position Reports
- Audit Results Presented by Auditor
- Report on Contracts Awarded (as required)

BOARD MEETING ITEMS

Wednesday May 28, 2024 – 9:00-10:30 (Public), 10:30-12:00 (In-Camera as required)

- Finance and Audit Committee Report
 - 2024-25 Audited Financial Statements
 - 2024-25 Year End Financial Position Reports

- Spring Enrolment and International Update

- 2025-26 Business Plan
- Annual Report 2024 – 2025 (if available, if not, then June)
 - Strategic Plan Progress Report
- Program Efficacy (as required)
- Program Modifications (as required)
- Policies and Procedures (as required)
- Contracts for Approval (as required)
- Board Chair's Report
- President's Report
- Other Business as Required

JUNE 2024

ESG Committee

Wednesday June 3, 2025

- Progress Report

Executive Committee Items

Wednesday June 11, 2025

- Presidents Annual Performance Review

Governance Committee

Wednesday June 12, 2025

Finance and Audit Committee Items

Wednesday June 11, 2025

- Report on Contracts Awarded (as required)
- Enterprise Risk Management (ERM)
- Investment Portfolio Report
- Finance & Audit Work Plan 2025-2026

BOARD MEETING ITEMS

June 25, 2025 – 9:00-10:30 (Public), 10:30-12:00 (In-Camera as required)

- Finance and Audit Committee Report
- Governance Committee Report
 - Nomination of Officers 2025 – 2026
 - Recommend Board Committee Composition 2025 – 2026
- Spring Enrolment Final Report
- Quality Assurance Report
- 2024-25 Board Objectives Final Report

- Policies and Procedures (as required)
- Contracts for Approval (as required)

- Board Chair's Report
- President's Report
- Other Business as Required

Bylaw and Terms of Reference Requirements

	# of meetings required	# of meetings booked 2024/25
Board of Governors	No less than 6 per year	6
Executive Committee	At least 1 per year	2
Governance Committee	At least 3 per year	4
Finance and Audit Committee	At least 3 per year	5
ESG Committee	No more than 4 per year	3