

AGENDA: Governance Committee Meeting, Meeting #1 (2025-2026)
Tuesday, October 21, 2025 @ 5:30 PM – 7:00 PM
Virtual via Zoom

#	Item	Consideration Type	Lead	Reports
ROUTINE MATTERS				
GOV-1.1	Welcome, Introduction of Guests (1 min)	Information	Natalie Miller (Chair, GOV)	N/A
GOV-1.2	Land Acknowledgement (2 mins)	Information	Natalie Miller (Chair, GOV)	N/A
GOV-1.3	Approval Meeting Agenda (2 mins)	Action	Natalie Miller (Chair, GOV)	1.3 -Agenda for GOV Meeting of October 21, 2025
GOV-1.4	Declaration of Conflict of Interest (1 min)	Information	Natalie Miller (Chair, GOV)	N/A
GOV-1.5	Approval Previous Meeting Minutes (5 mins) 1.5.1 May 28, 2025, GOV Meeting Minutes 1.5.2 May 28, 2025, GOV In-Camera Meeting Minutes	Action	Natalie Miller (Chair, GOV)	1.5.1 -Minutes for GOV Meeting of May 28, 2025 1.5.2 -In-Camera Minutes for GOV Meeting of May 28, 2025
NEW ITEMS				
GOV-1.6	Board Policies (30 mins) 1.6.1 Board & Committee Governance Framework: Structure, Roles and Appointments, and Committee Terms of Reference (for approval) 1.6.2 Membership Policy (for approval) 1.6.3 Onboarding, Buddying, and Offboarding Processes for Board Members (for discussion and feedback)	Action	Maura Lawless (Executive Director) & John Miller (Consultant)	1.6.1 -Draft Board & Committee Governance Framework: Structure, Roles and Appointments, and Committee Terms of Reference 1.6.2 -Draft Membership Policy 1.6.3 -Draft Onboarding, Buddying, and Offboarding Processes for Board Members
GOV-1.7	GOV Training, Learning, and Development Opportunities (10 mins)	Action	Natalie Miller (Chair, GOV)	N/A
GOV-1.8	GOV Agenda Forecasting (15 mins)	Action	Natalie Miller (Chair, GOV)	1.8 -2025-2026 Draft Agenda Forecast
GOV-1.9	Appointment of GOV Chair / Vice-Chair (5 mins)	Action	Natalie Miller (Chair, GOV)	N/A
GOV-1.10	Board Evaluation Update (10 mins)	Action	Dennis Yu (Board member) & Natalie Miller (Chair, GOV)	N/A



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GOV-1.11	Adjournment (1 min)	Action	Natalie Miller (Chair, GOV)	N/A

Consideration Type Legend:

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AGENDA: Governance Committee Meeting, Meeting #2 (2025-2026)

Tuesday, February 10, 2026 @ 5:30 PM – 7:00 PM

Virtual via Zoom

#	Item	Consideration Type	Lead	Reports
ROUTINE MATTERS				
GOV-2.1	Welcome, Introduction of Guests (1 min)	Information	Natalie Miller (Chair, GOV)	N/A
GOV-2.2	Land Acknowledgement (2 mins)	Information	Natalie Miller (Chair, GOV)	N/A
GOV-2.3	Approval Meeting Agenda (2 mins)	Action	Natalie Miller (Chair, GOV)	2.3 -Agenda for GOV Meeting of February 10, 2026
GOV-2.4	Declaration of Conflict of Interest (1 min)	Information	Natalie Miller (Chair, GOV)	N/A
GOV-2.5	Approval Previous Meeting Minutes (5 mins) 2.5 October 21, 2025, GOV Meeting Minutes	Action	Natalie Miller (Chair, GOV)	2.5 -Minutes for GOV Meeting of October 21, 2025
NEW ITEMS				
GOV-2.6	Staff Introduction: New Director, People Services (5 mins)	Information	Maura Lawless (Executive Director)	Verbal
GOV-2.7	Board Communications with Staff Processes (2 mins)	Action	Tom Spence (Board Chair)	Verbal
GOV-2.8	Board Effectiveness (Board Evaluation/Skills Matrix) (30 mins) 2.8.1 Progress Update 2.8.2 Discussion and Planning for Next Steps	Information	Dennis Yu (Board member)	2.8 -Board Effectiveness Report
GOV-2.9	High-Level Organizational Structure Review (30 mins)	Action	Maura Lawless (Executive Director)	2.9 -Organizational Structure Review Report
GOV-2.10	Adjournment (1 min)	Action	Natalie Miller (Chair, GOV)	N/A

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AGENDA: Governance Committee Meeting, Meeting #3 (2025-2026)

Monday, March 16, 2026 @ 5:30 PM – 7:30 PM

Virtual via Zoom

#	Item	Consideration Type	Lead	Reports
ROUTINE MATTERS				
GOV-3.1	Welcome, Introduction of Guests (1 min)	Information	Natalie Miller (Chair, GOV)	N/A
GOV-3.2	Land Acknowledgement (2 mins)	Information	Natalie Miller (Chair, GOV)	N/A
GOV-3.3	Approval Meeting Agenda (2 mins)	Action	Natalie Miller (Chair, GOV)	3.3 -Agenda for GOV Meeting of March 16, 2026
GOV-3.4	Declaration of Conflict of Interest (1 min)	Information	Natalie Miller (Chair, GOV)	N/A
GOV-3.5	Approval Previous Meeting Minutes (5 mins) 3.5.1 February 10, 2026, GOV Meeting Minutes 3.5.2 February 10, 2026 In-Camera GOV Meeting Minutes	Action	Natalie Miller (Chair, GOV)	3.5.1 -Minutes for GOV Meeting of February 10, 2026 3.5.2 -In-Camera Minutes for GOV Meeting of February 10, 2026
NEW ITEMS				
GOV-3.6	Records Retention Schedule (10 mins)	Information	Laura Gibbon (Manager, Strategic and Executive Planning)	3.6 -Records Retention Schedule Update Report
GOV-3.7	Board Training and Development Plan (20 mins)	Information	Natalie Miller (Chair, GOV)	n/a
GOV-3.8	Organizational/Board Policy Report and 2026 Annual Priority Review Plan (40 mins)	Action	Maura Lawless (Executive Director)	3.8 -Organizational/Board Policy Update Report
GOV-3.9	Adjournment (1 min)	Action	Natalie Miller (Chair, GOV)	N/A

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AGENDA: Governance Committee Meeting, Meeting #4 (2025-2026)

Tuesday, May 19, 2026 @ 5:30 PM – 7:30 PM

In-Person at The 519, room 204

#	Item	Consideration Type	Lead	Reports
ROUTINE MATTERS				
GOV-4.1	Welcome, Introduction of Guests (1 min)	Information	Natalie Miller (Chair, GOV)	N/A
GOV-4.2	Land Acknowledgement (10 mins)	Information	Natalie Miller (Chair, GOV)	N/A
GOV-4.3	Approval Meeting Agenda (2 mins)	Action	Natalie Miller (Chair, GOV)	4.3 -Agenda for GOV Meeting of May 19, 2026
GOV-4.4	Declaration of Conflict of Interest (1 min)	Information	Natalie Miller (Chair, GOV)	N/A
GOV-4.5	Approval Previous Meeting Minutes (5 mins) 4.5.1 March 16, 2026, GOV Meeting Minutes	Action	Natalie Miller (Chair, GOV)	4.5.1 -Minutes for GOV Meeting of March 16, 2026
NEW ITEMS				
GOV-4.6	Board Training and Development Update (10 mins)	Information	Natalie Miller (Chair, GOV) / Dennis Yu (Board Member)	N/A
GOV-4.7	Records Retention Schedule (20 mins)	Action	Laura Gibbon (Manager, Strategic and Executive Planning)	4.7 -Records Retention Schedule Report 4.7a -The 519 Draft Records Retention Schedule 4.7b -Draft Article XI
GOV-4.8	Recruitment Priorities (10 mins)	Action	Natalie Miller (Chair, GOV)	4.8a -2026 Recruitment Priorities Report 4.8b -Attachment A: Board Member Term Tracking 2026
GOV-4.9	AGM Timeline (10 mins)	Action	Laura Gibbon (Manager, Strategic and Executive Planning)	4.9 -2026 AGM Timeline Report
GOV-4.10	Nominations Committee (10 mins)	Action	Natalie Miller (Chair, GOV)	For more info, refer to the Board and Governance Framework (Governance Committee TORs)
GOV-4.11	2025 Annual Health and Safety Report + in-camera reports (30 mins)	Action	Maura Lawless (Executive Director)	4.11a -2025 Annual Health and Safety Report 4.11b -2025 In-Camera Annual Health and Safety Incident Report 4.11c -2025 Health and Safety Follow Up Strategy Report



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Tuesday, May 19, 2026 @ 5:30 PM – 7:30 PM

In-Person at The 519, room 204

#	Item	Consideration Type	Lead	Reports
GOV-4.12	Adjournment (1 min)	Action	Natalie Miller (Chair, GOV)	N/A

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