Annual Macro Agenda – NSRDDA Board

Policy Number: G-08.11.00	Next Review Date: 2031
Approved by: NSRDDA Board	Approval Date: April 28, 2026

Purpose

To provide a high-level overview of the Board's recurring agenda items across a 12-month cycle so meetings are predictable, comprehensive, and focused on statutory and strategic priorities.

1. Standing Items at Every Meeting

- Call to Order/Quorum/Land Acknowledgement
- Approval of Agenda & Minutes
- Conflict of Interest Declarations
- Business Arising
- Registrar Operational Report
- Financial Update & Variance Reports
- Governance and Human Resources Committee Report
- Correspondence/Stakeholder Communications
- Consent Agenda Items (routine approvals)

2. Annual Cycle of Key Board Business

Meeting	**Agenda Items**
September	• Review Board governance policies based on review cycle • Approve the Registrar's annual performance rating and performance goals • Decide/review compensation level for Registrar • Approve the annual business plan • Approve the annual budget (including approval of changes to staff compensation for the following fiscal year) • Approves fees • Approval/review of signing officers • Annual approval/review of Board Honourarium and Expense Policy • Annual critical evaluation by the Registrar of progress against strategic plan • Annual review of the NSRDDA's insurance program
January	• Review Board governance policies based on review cycle • Review Investment portfolio • Approve Board Committee composition

103–210 Waterfront Drive, Bedford, Nova Scotia B4A 0H3
Tel: 902-420-0083 | Toll Free: 1-866-326-1046 | Fax: 902-492-0301
reception@nsrdda.ca | www.nsrdda.ca

	• Approve/review members of Statutory Committees
	• Review of annual summary of declarations by Board members under the Code of Conduct and Conflict of Interest policies
	• Annual report from the Registrar on:
	    • Concerns/compliments received regarding the organization
	    • Statistics compiled under *Fair Registration Act*
	    • HR plan progress update from Registrar, including organizational succession

May	• Review Board governance policies based on review cycle • Approve the strategic plan and changes thereto (in applicable years) • Review and approve the audited financial statements • Appoint the auditors and set/review their compensation/performance • Review results of annual board evaluation and set Board improvement goals • Annual risk management overview by the Registrar

3. Periodic/As-Needed Items

- Approval of major policy changes impacting the work of Statutory Committees
- Updates on litigation, investigations or legal opinions
- Risk appetite discussions/risk oversight workshops
- Governance education sessions for Board members
- Legislative or regulatory amendments
- External audits or government reviews
- Succession planning for key positions
- Approval of grant requests
- Approval of insurance policy renewals

4. Committee Reporting

Each Board Committee will provide the Board with report on its activities using the Committee Report Template.

The Registrar, in their report, will keep the Board apprised of the work of the Statutory Committees.

5. Review & Update of Macro Agenda

The Board will review and adjust this macro agenda at its first meeting of the year to reflect legislative changes, strategic priorities and workload.

6. Accountability

The Registrar and the Board Chair are accountable implementing this Annual Macro Agenda.