



BACKGROUND

This committee provides the leadership for monitoring and reporting of the Board's progress towards its stated goals (Business and Strategic Plans, and Growth Plan), and making recommendations to the Board to improve its performance.

MANDATE

Reporting to the Board, this committee's mandate is to:

- Monitor and report on the Board's progress as set out in its approved Business, Strategic and Growth plans
- Identify risks and issues that may be inhibiting the Board's progress and propose solutions
- Identify emerging issues and opportunities to the Board
- Identify where changes are needed or enhancements can be applied to further reinforce the progress of the Board's collective efforts
- Oversee, monitor and report on the Board's progress in education, communications, advocacy and relationship building as set out in its approved advocacy and communications plan
 - Policy Advice - Formulate and recommend any positions and responses to provincial and federal issues (legislative, policy and program) affecting the CRB
 - Intergovernmental Relations and Advocacy - Inform and provide recommendations regarding legislative, policy and program issues and opportunities affecting the Board's mandate and priorities to key federal and provincial government departments

MEMBERSHIP

This committee will consist of seven members: the Board Chair, the Chairs from the four standing committees of Governance, Priorities & Finance, Land Use & Planning, Regional Services and Transit, the City of Edmonton and a member at large. Membership will be reviewed by the Board every two years. No municipality shall have more than one representative on the committee at any time.

LEADERSHIP

At its first meeting, the committee will select its Chair and Vice-Chair from amongst its membership. At the end of a two year period, once the committee membership has been reviewed by the Board, the committee will also review and select its Chair and Vice-Chair. The Board Chair will not be eligible to Chair this committee.

SUPPORT/RESOURCES

The CEO will support this Committee drawing upon CRB administration as required.

MEETING FREQUENCY

The Committee will meet quarterly after a Board meeting or at the call of the Chair as warranted.

AUTHORITY

All meeting groups established by the Board are considered advisory bodies to the Board and therefore must, by a passed motion, provide recommendation(s) to the Board for decision.

DECISION-MAKING

Decisions, recommendations and actions determined by this committee will be driven by the desired outcome to do what is in the best interest of the Capital Region. Only elected officials that are designated as voting members of the committee, or their designated alternate, may vote. Each member of the committee will represent their respective standing committees (standing committee Chairs) or the Board (Board Chair, member at large, and the City of Edmonton) and will have one vote.

All motions must be moved by a voting member. Motions require a majority of members in attendance to pass (50 percent plus one).

QUORUM

Quorum is defined as 50 percent plus one of standing membership.

DISPUTE RESOLUTION

The committee Chair is accountable for ensuring effective and collaborative committee operations and decision making. Where the Chair's efforts are unable to resolve a dispute, the matter will be brought to the Board for discussion and resolution.

COMMUNICATIONS

The Chief Executive Officer will act as the single point of contact for all communications requests for the Board and will determine the appropriate level of response required. This may result in responses being required from the Board Chair/Interim Chair, a committee or task force Chair, members, Board administration, or the Chief Executive Officer.

STATUS OF MEETINGS

Committee meetings are open to the public including all members of the CRB (elected officials and their alternates), administrative representatives from all CRB member municipalities and members of the public. The committee may invite individuals from the Province, industry, the general public or other Board/committee members to participate in specific agenda items. Committee minutes are public records.

Section 602.08 (1) of the Municipal Government Act (MGA) states that the committee may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

All members (elected and administrative) attending the in camera session shall respect the confidentiality of the in camera items.

REPORTING

The committee is expected to provide the Board, through established communication channels and schedules, sage advice, descriptions and recommendations to resolve existing issues, status and progress as it relates to its mandate and expected deliverables.

MEETING AGENDAS AND MINUTES

All meeting agendas, minutes, reports, briefings and supporting documentation will be provided in an electronic format. In general, meeting agendas and pre-read materials, where available, will be provided at least one week in advance of a scheduled meeting.

The committee will include its meeting minutes with the next Board meeting agenda package.



Nolan Crouse, Board Chair