



### **PURPOSE**

To establish common terms of reference for committees and task forces.

### **POLICY**

This policy provides the common terms of reference that Board committees and task forces shall apply in carrying out their specific mandates.

### **GUIDELINES**

All committees and task force terms will be established with its own specific description, mandate and deliverables. Unless deemed otherwise by the Board, all committees and task forces will share the following common terms:

#### **1. AUTHORITY**

- a. 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.
- b. Task forces that have been established under the guidance the Board are considered advisory bodies to the Board and therefore must, by a passed motion, provide recommendation(s) to the Board for decision.
- c. Task forces that have been established under the guidance of a specific committee are expected to seek counsel and support for any motions by their sponsoring committee before proceeding to the Board for decision.

#### **2. AMENDMENTS TO THE TERMS OF REFERENCE**

At any time, a committee may consider changes to its Terms of Reference and recommend the proposed changes to the Governance, Priorities, & Finance Committee, through to the Board for review and approval.

#### **3. MEMBERSHIP AND MEMBERSHIP TERMS**

Member Municipality Representation on committees and task forces shall be established by approved Terms of Reference for each committee or task force.

#### **4. APPOINTMENT AND TERM OF THE CHAIR AND VICE-CHAIR**

Upon establishing a committee or task force, the committee or task force membership will appoint the Chair for each committee and task force. For committees, at the end of a two year period, once the membership has been reset, the committee may choose to elect its Chair and Vice-Chair.

## 5. EX-OFFICIO

- a. The Board Chair will be considered non-voting ex-officio in all meeting groups with the exception of the Board and Advocacy & Monitoring Committee unless otherwise specified in a committee's or task force's terms of reference.
- b. The CRB CEO will be considered non-voting in all meetings groups.

## 6. DECISION MAKING

- a. Decisions, recommendations, and actions determined by each committee/task force 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 a committee or task force, or their designated alternate, may vote. Each member will have one vote.
- b. All motions must be moved by a voting member. Motions require a simple majority of members in attendance to pass a motion (50 percent plus one).

## 7. QUORUM

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

## 8. DISPUTE RESOLUTION

The committee and task force Chairs are 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 applicable standing committee or Board for discussion and resolution.

## 9. SUPPORT/RESOURCES

Committees and task forces will be supported by the Chief Executive Officer, Capital Region Board staff and consultant resources, and others as determined by their mandate, and the Board's approved business plan and budget. The Chief Executive Officer may establish an administrative working or advisory group as deemed necessary to support a committee or task force project.

## 10. 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.

## 11. STATUS OF MEETINGS

- a. Committee and task force 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. Committees and task forces may invite individuals from the province, industry, the general public or other Board, committee, task force members to participate in specific agenda items. Matters emerging and voted on from committees and task forces will become a matter of public record.
- b. Section 602.08 (1) of the *Municipal Government Act* (MGA) states that a committee may close all or part of its 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.

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

## 12. REPORTING

Committees and task forces are expected to provide the Board, through established communication channels and schedules, advice, descriptions and recommendations to resolve existing issues, status and progress as it relates to its mandate and expected deliverables.

- a. All CRB meeting agendas, minutes, reports, briefings and supporting documentation will be provided in an electronic format.
- b. In general, CRB meeting agendas and pre-read materials, where available, will be provided at least one week in advance of a scheduled meeting.
- c. All committees and task forces will include their meeting minutes with the next Board meeting agenda package.



Nolan Crouse, Board Chair

Revisions		
Date	Status	Comments
November 16, 2015	Update	Provision regarding chair positions being occupied by municipally appointed Board Member.
February 8, 2016	Update	Clarify CAO ability to vote, typos.
March 9, 2016	Update	Removal of provision regarding chair positions being occupied by municipally appointed Board Member, as per GPF's request.
April 18, 2016	Update	Removal of conflict regarding Board Chair's ability to vote.
May 27, 2016	Update	Clarified authority of a task force reporting to the Board as per GPF's request
September 8, 2016	Approve	Board approved policy