

## BACKGROUND

This committee provides the best collective and strategic advice to the Board in matters pertaining to Board governance, Board priorities, and Board finances. In doing so, the committee would be expected to consult with Board members and leverage expertise from administration to provide the Board with timely advice related to the Board's strategic agenda and the need for, and mandate of, proposed task forces.

## MANDATE

Reporting to the Board, this standing committee will be responsible for the following:

### ***Business and Budget Planning***

- On an annual basis, recommend a rolling four year business plan and budget for the committee and its task forces for consideration in the Board's annual business plan update
- Facilitate processes to develop a four year strategic plan, establish annual regional priorities, and develop the rolling four year business plan and budget
- Recommend a four year rolling business plan and budget to the Board based on the Board's strategic plan and input received from its members and standing committees
- Recommend the establishment of task forces to the Board as deemed necessary to fulfill the Board's business plan

### ***Monitoring and Audit***

- Monitor and review the annual audit, and report to the Board regarding financial performance on a regular basis
- Facilitate the development of the Annual Report and other reporting requirements of the legislative/regulatory framework
- Meet with the Auditor independent of the administration at minimum on an annual basis

### ***Policy Advice***

- Recommend new/revised policies that will guide the CRB
- Assess current policies on a regular basis
- Recommend that the Board establish specific task forces that enable the CRB to get its business done, based in part on the advice received from the other standing committees
- Provide advice to the Board on governance issues
- Provide advice to guide the development of policy and procedures for the Board (i.e. corporate policy and by-laws)
- Recommend changes to the Board, committee and task force meeting procedures as deemed necessary and timely
- Support committees/task forces in fulfilling their mandates

### ***Succession Planning***

- Advice relative to the timing and process of selection of the Board Chair and Chief Executive Officer

## **MEMBERSHIP**

This committee will consist of 10 members: Edmonton, two Cities, three Counties, three Towns and one Village as determined by the Board or as approved by the Board. Membership will be reviewed by the Board every two years.

## **LEADERSHIP**

At its first meeting, the committee will select its Chair and Vice-Chair from amongst its membership. If there is a change in the committee's membership, the committee should review and select its Chair and Vice-Chair.

At the end of a two year period, if the committee membership has been reviewed by the Board, the committee will also review and select its Chair and Vice-Chair.

## **SUPPORT/RESOURCES**

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

The committee is supported by the Chief Executive Officer, Capital Region Board administration and consultant resources, and others as determined by its 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 project.

## **MEETING FREQUENCY**

This committee shall be scheduled to meet six times per year 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.

## **EX-OFFICIO**

Non-voting ex-officio: CRB Chair.

Whenever viable, Provincial and/or key stakeholder representatives will be invited to attend committee meetings as ex-officio members to contribute their expertise and knowledge towards a particular outcome.

## **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 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 applicable standing committee or 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

Document Tracking		
Date	Status	Comments
February 9, 2016	Update	Clarified meeting frequency,
April 14, 2016	Approved	Board approved