



Committee Terms of Reference

Policy Committee

Effective Date: January 1, 2018

Review: Annually

Revised:

The Policy Committee will provide a forum for the discussion of CRD policy issues including development of new policies and review of existing policies.

Members: The Policy Committee shall consist of no less than three and no more than seven CRD Board members. The Chair and members of the Committee are at the pleasure of the CRD Board Chair and will be appointed in January of each year. Quorum is majority of members.

Staff: The Corporate Officer or designate will provide support to the Committee, and will be responsible for agendas and minutes.

Duties: The Committee's responsibilities include, but are not limited to:

- At the first meeting every calendar year the Committee shall elect a Vice-Chair from within its membership and establish a meeting schedule for that year
- Conduct a regular review of existing policies and recommend changes to the Board of Directors
- Recommend new policies
- Review and recommend changes to any policy/bylaw regarding Director Remuneration and Expenses, at the request of the Board
- Review and recommend changes to any policy/bylaw regarding Director Remuneration and Expenses early in the year of each general election
- Any other policy matters referred by the Board of Directors
- The Committee shall meet a minimum of four and a maximum of eight times per year.

Minutes of meetings will be recorded and kept by CRD staff and approved by the Committee.

Duties of the Chair: The Chair's responsibilities include liaising with staff, agenda development, and facilitation of meetings.

The Chair shall also review any discrepancies or variance with existing policies or bylaws in regards to Director Remuneration and Expenses, at the request of staff.