

**POLICY**

## SECTION

**BOARD - GENERAL**

## SUBJECT

**TERMS OF REFERENCE****Situation Analysis Review Ad-hoc  
Committee****AUTHORITY**

Governance and Procedural By-law 03-2021 (as amended)  
POL BRD-01:62 Board Committee and Advisory Tables  
TBDSSAB Resolution No. 23/44.

**INTENT OF POLICY**

The purpose of the Board's Situation Analysis Review Ad-hoc Committee is to meet to carry out its mandate to gather further information and input as needed, review the Proposed Implementation Plan, and bring forward recommendations to the Board for approval.

**POLICY****MEMBERSHIP/ STRUCTURE**

The Situation Analysis Review Ad-hoc Committee shall be comprised of five Board members at large.

The members of the Committee will select one member as Chair of the Committee at the first Committee meeting.

The Chief Administrative Officer (CAO), Communications and Engagement Officer and the Manager – Human Resources shall provide support to the Committee along with other Staff as determined by the CAO.

**FREQUENCY OF MEETINGS**

The Committee will meet no less than every three months until its mandate is complete or the end of its term, whichever occurs first.

**MANDATE OF THE COMMITTEE**

- 1.1 Review the Situation Analysis: Proposed Implementation Plan from Board Report No: 2023-14 as referred per Res No: 23-32A.

IMPLEMENTATION / BOARD APPROVAL DATE:

**April 20, 2023**

REVISION DATES(S):

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- 1.2 Receive input from external parties as required to inform the work of the Committee.
- 1.3 Act as representatives on behalf of the Board in liaising with officials and other individuals.
- 1.4 Develop recommendations regarding each item identified in the Proposed Implementation Plan.
- 1.5 Report to the Board to identify the Committee's recommendations in the form of a draft revised implementation plan.
- 1.6 Modify the draft implementation plan should the Board request changes and present a final draft for the Board's approval.

**Related Policies**

BRD-01:82 Remuneration for Board Members