

OWNERSHIP CONSULTATION COMMITTEE TERMS OF REFERENCE

MANDATE: To oversee ownership consultation activities on behalf of the Board and regularly report the aggregated information gathered from such activities to the Board

COMMITTEE RESPONSIBILITIES:

The role of the Ownership Consultation Committee shall be as follows:

- to identify and assess issues, gaps, or problems in the Board's ownership knowledge;
- to review and approve proposed ownership consultation activities to enhance the Board's ownership knowledge;
- to review, approve, and submit to the Board regular information reports on the results of ownership consultation activities;
- to periodically evaluate the effectiveness and efficiency of ownership consultation activities and make any recommendations to the Board as deemed expedient; and,
- to perform the responsibilities of a committee established in the corporate bylaws.

COMPOSITION: Five (5) Directors, one of whom shall be Chair and one Vice-Chair, and four (4) Members At-Large. The Executive Director and/or their designate(s), ex-officio and non-voting. A Recording Secretary, ex-officio and non-voting.

MEETING SCHEDULE: Regular meetings at least quarterly, at times, dates, and locations determined by the committee. Special meetings at the call of the Chair or upon the written request of not fewer than two (2) committee members.

COMMITTEE MEMBER RESPONSIBILITIES:

The role of the Chair shall be as follows:

- to perform the role of an individual Committee Member;
- to act as the facilitative leader and presiding officer of committee processes; and,
- to perform such other ancillary responsibilities as their position may from time to time require.

The role of the Vice-Chair shall be as follows:

- to perform the role of an individual Committee Member;
- to support the Chair in the performance of the Chair's role;
- to act as the Chair when the Chair is temporarily absent or unable to do so;
- to remain sufficiently knowledgeable to assume the Chair's role with reasonable proficiency in the event of a vacancy; and

- to perform such other ancillary responsibilities as their position may from time to time require.

The role of individual Committee Members shall be as follows:

- to prepare for, attend, and participate in meetings of the committee;
- to remain sufficiently knowledgeable of governing documents, trends, issues, processes, and subject matter to do their part to ensure the full committee can successfully perform its role;
- to adhere to the Directors' Code of Conduct policy; and,
- to perform such other ancillary responsibilities as their position may from time to time require.

GOVERNANCE COMMITTEE TERMS OF REFERENCE

MANDATE: To regularly review the corporate bylaws, Board policy manual, and other Board governing documents and processes, and periodically recommend any revisions and amendments deemed prudent or expedient to the Board.

COMMITTEE RESPONSIBILITIES:

The role of the Governance Committee shall be as follows:

- to review the corporate bylaws, Board policies and procedures, committee terms of reference, and other governing documents on an annual cycle;
- to identify issues, gaps, or problems in the overall governance framework;
- to review and recommend to the Board the adoption of draft additions, amendments, and revisions of corporate bylaws and Board policies and procedures; and,
- to perform the responsibilities of a committee established in the corporate bylaws.

COMPOSITION: Five (5) Directors, one of whom shall be Chair and one Vice-Chair, and four (4) Members At-Large. The Executive Director and/or their designate(s), ex-officio and non-voting. A Recording Secretary, ex-officio and non-voting.

MEETING SCHEDULE: Regular meetings at least quarterly, at times, dates, and locations determined by the committee. Special meetings at the call of the Chair or upon the written request of not fewer than two (2) committee members.

COMMITTEE MEMBER RESPONSIBILITIES:

The role of the Chair shall be as follows:

- to perform the role of an individual Committee Member;
- to act as the facilitative leader and presiding officer of committee processes; and,
- to perform such other ancillary responsibilities as their position may from time to time require.

The role of the Vice-Chair shall be as follows:

- to perform the role of an individual Committee Member;
- to support the Chair in the performance of the Chair's role;
- to act as the Chair when the Chair is temporarily absent or unable to do so;
- to remain sufficiently knowledgeable to assume the Chair's role with reasonable proficiency in the event of a vacancy; and
- to perform such other ancillary responsibilities as their position may from time to time require.

The role of individual Committee Members shall be as follows:

- to prepare for, attend, and participate in meetings of the committee;
- to remain sufficiently knowledgeable of governing documents, trends, issues, processes, and subject matter to do their part to ensure the full committee can successfully perform its role;
- to adhere to the Directors' Code of Conduct policy; and,
- to perform such other ancillary responsibilities as their position may from time to time require.

ADVOCACY POSITIONS COMMITTEE TERMS OF REFERENCE

MANDATE: To regularly review issues and recommend to the Board any stances or positions to be advocated toward those authorities having a material affect on the achievement of the corporation's goals.

COMMITTEE RESPONSIBILITIES:

The role of the Advocacy Positions Committee shall be as follows:

- to identify and assess issues, gaps, or problems in the advocacy stances or positions of the corporation;
- to review and recommend to the Board the adoption of draft advocacy position statements to address such issues, gaps, or problems;
- to review existing advocacy position statements on an annual cycle and recommend to the Board the repeal of any statements deemed obsolete;
- to review existing advocacy position statements approaching their termination date and recommend their renewal, revision, or termination to the Board; and,
- to perform the responsibilities of a committee established in the corporate bylaws.

COMPOSITION: Five (5) Directors, one of whom shall be Chair and one Vice-Chair, and four (4) Members At-Large. The Executive Director and/or their designate(s), ex-officio and non-voting. A Recording Secretary, ex-officio and non-voting.

MEETING SCHEDULE: Regular meetings at least quarterly, at times, dates, and locations determined by the committee. Special meetings at the call of the Chair or upon the written request of not fewer than two (2) committee members.

COMMITTEE MEMBER RESPONSIBILITIES:

The role of the Chair shall be as follows:

- to perform the role of an individual Committee Member;
- to act as the facilitative leader and presiding officer of committee processes; and,
- to perform such other ancillary responsibilities as their position may from time to time require.

The role of the Vice-Chair shall be as follows:

- to perform the role of an individual Committee Member;
- to support the Chair in the performance of the Chair's role;
- to act as the Chair when the Chair is temporarily absent or unable to do so;
- to remain sufficiently knowledgeable to assume the Chair's role with reasonable proficiency in the event of a vacancy; and

- to perform such other ancillary responsibilities as their position may from time to time require.

The role of individual Committee Members shall be as follows:

- to prepare for, attend, and participate in meetings of the committee;
- to remain sufficiently knowledgeable of governing documents, trends, issues, processes, and subject matter to do their part to ensure the full committee can successfully perform its role;
- to adhere to the Directors' Code of Conduct policy; and,
- to perform such other ancillary responsibilities as their position may from time to time require.

ELECTIONS AND REFERENDA COMMITTEE TERMS OF REFERENCE

MANDATE: To oversee elections and referenda processes on behalf of the Board.

COMMITTEE RESPONSIBILITIES:

The role of the Elections and Referenda Committee shall be as follows:

- to remain nonaligned and impartial with respect to all election and referenda processes;
- to adjudicate all appeals of the decisions of election and referenda administrators;
- to adjudicate all allegations for which the recommended or determined penalty is disqualification of a candidacy;
- to recommend fair and unbiased referendum questions to the Board;
- to uphold the principles of procedural fairness;
- to oversee the impartial promotion of election awareness and dissemination of election related information to the voters;
- to submit a post-mortem report to the Board following each election and/or referendum process;
- to periodically evaluate the effectiveness and efficiency of election and referenda processes and make any recommendations to the Board as deemed expedient; and,
- to perform the responsibilities of a committee established in the corporate bylaws.

COMPOSITION: The Chief Returning Officer, who shall Chair, two (2) outgoing Directors, one of whom shall be Vice-Chair, and four (4) Members At-Large. The Executive Director and/or their designate(s), ex-officio and non-voting. A Recording Secretary, ex-officio and non-voting.

MEETING SCHEDULE: Regular meetings at least quarterly, at times, dates, and locations determined by the committee. Special meetings at the call of the Chair or upon the written request of not fewer than two (2) committee members.

COMMITTEE MEMBER RESPONSIBILITIES:

The role of the Chair shall be as follows:

- to perform the role of an individual Committee Member;
- to act as the facilitative leader and presiding officer of committee processes; and,
- to perform such other ancillary responsibilities as their position may from time to time require.

The role of the Vice-Chair shall be as follows:

- to perform the role of an individual Committee Member;
- to support the Chair in the performance of the Chair's role;
- to act as the Chair when the Chair is temporarily absent or unable to do so;
- to remain sufficiently knowledgeable to assume the Chair's role with reasonable proficiency in the event of a vacancy; and
- to perform such other ancillary responsibilities as their position may from time to time require.

The role of individual Committee Members shall be as follows:

- to prepare for, attend, and participate in meetings of the committee;
- to remain sufficiently knowledgeable of governing documents, trends, issues, processes, and subject matter to do their part to ensure the full committee can successfully perform its role;
- to adhere to the Directors' Code of Conduct policy; and,
- to perform such other ancillary responsibilities as their position may from time to time require.

AUDIT COMMITTEE TERMS OF REFERENCE

MANDATE: To oversee annual and special purpose audit processes on behalf of the Board and advise the Board on the approval of financial statements.

COMMITTEE RESPONSIBILITIES:

The role of the Audit Committee shall be as follows:

- to regularly scrutinize, with assistance from the external auditors, the corporation's system of internal controls, compliance procedures, and financial reporting processes;
- to review the results of the annual audit as prepared by the external auditors;
- to recommend to the Board the approval or non-approval of the audited financial statements;
- to recommend to the Board a retention or change of external auditors;
- to review the performance of the external auditors;
- to advise the Board on the approval of the external auditors' proposed scope and fees;
- to recommend such special purpose audits to the Board as deemed prudent and expedient; and,
- to perform the responsibilities of a committee established in the corporate bylaws.

COMPOSITION: Five (5) Directors, one of whom shall be Chair and one Vice-Chair, and four (4) Members At-Large. The Executive Director and/or their designate(s), ex-officio and non-voting. Representatives from the External Auditor. A Recording Secretary, ex-officio and non-voting.

MEETING SCHEDULE: Regular meetings at least quarterly, at times, dates, and locations determined by the committee. Special meetings at the call of the Chair or upon the written request of not fewer than two (2) committee members.

COMMITTEE MEMBER RESPONSIBILITIES:

The role of the Chair shall be as follows:

- to perform the role of an individual Committee Member;
- to act as the facilitative leader and presiding officer of committee processes; and,
- to perform such other ancillary responsibilities as their position may from time to time require.

The role of the Vice-Chair shall be as follows:

- to perform the role of an individual Committee Member;

- to support the Chair in the performance of the Chair's role;
- to act as the Chair when the Chair is temporarily absent or unable to do so;
- to remain sufficiently knowledgeable to assume the Chair's role with reasonable proficiency in the event of a vacancy; and
- to perform such other ancillary responsibilities as their position may from time to time require.

The role of individual Committee Members shall be as follows:

- to prepare for, attend, and participate in meetings of the committee;
- to remain sufficiently knowledgeable of governing documents, trends, issues, processes, and subject matter to do their part to ensure the full committee can successfully perform its role;
- to adhere to the Directors' Code of Conduct policy; and,
- to perform such other ancillary responsibilities as their position may from time to time require.