



TERMS OF REFERENCE

For the Crowe Valley Conservation Authority's
Executive Committee

Approved by the Crowe Valley Conservation Authority Board
June 18, 2015

PREPARED BY:

Crowe Valley Conservation
c/o Crowe Valley Conservation Authority, 70 Hughes Lane, P.O. Box 416,
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**Crowe Valley Conservation Authority
Executive Committee**

Terms of Reference

June 18, 2015

1.0 Preamble

The Crowe Valley Conservation Authority (CVCA) Board has created the Executive Committee (hereafter “the Committee”) for the 2015 fiscal year. During this time, the CVCA Board has authorized the Committee to perform the following:

- 1) engage in preliminary budget discussions with the CVCA General Manager and Administrative Assistant.
- 2) conduct a performance review of the General Manager.

Once these subject matters are examined, they will be summarized with recommendations for the review and discussion of the greater Crowe Valley Conservation Authority Board.

2.0 Executive Committee Role

- 2.1 The Committee is to act only in an advisory capacity to the Crowe Valley Conservation Authority Board as per Section 1.0
- 2.2 The Committee will provide a forum for information exchange, an avenue by which upcoming budgetary issues can be brought to the attention of the Board and a means through which the Committee can solicit input and feedback on its proposed approaches and recommendations.
- 2.3 During the budget planning phase, Committee members will facilitate the development/review of the proposed draft budget.
- 2.4 The Committee is encouraged to be proactive and bring recommendations forward to the Board.
- 2.5 The Committee representatives will be responsible for reporting back to the CVCA Board.

3.0 Executive Committee Composition

- 3.1 Three members will sit on the Committee: the CVCA Chair, the CVCA vice Chair and one Board member at large.
- 3.2 The General Manager is appointed to the Committee to act solely in an advisory capacity to ensure appropriate support for specific discussions.
- 3.3 The CVCA Board will request a volunteer for the member at large to participate on the Committee.
- 3.4 If the Committee deems it necessary, it shall seek information from other Board Members, staff or consultants as required to assist the committee to arrive at a decision for recommendation to the Board.

4.0 Rules of Procedure

- 4.1 The CVCA Board Chair will also serve as the Committee Chair.
- 4.2 Meeting dates, times, location and frequency will be at the call of the Chair.
- 4.3 The Committee will meet two times per year at a minimum or at the call of the Chair.
- 4.4 The Committee may establish from time to time guidelines in respect to the use of teleconferencing under exceptional circumstances.
- 4.5 In the absence of the Chair, the vice Chair will assume the role of the Chair for the proceedings of the meeting.
- 4.6 Email notice of all committee meetings shall be sent to each member of the committee.
- 4.7 The Committee shall strive to make decisions by consensus among the members.
- 4.8 Quorum shall be attained with two of the three members present.
- 4.9 References to formal rules of procedure, where necessary, will be in accordance with Bourinot's Rules of Order.
- 4.10 Minutes will be recorded and circulated to the CVCA Board for approval.
- 4.11 The Committee members shall be governed at all times by the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

5.0 Support Services

- 5.1 Conservation Authority staff shall provide administrative, technical and procedural support to the Committee. This includes preparing agendas and minutes of each meeting.
- 5.2 The role of recording secretary will be carried out by the CVCA Administrative Assistant.
- 5.3 The CVCA shall provide meeting space for the Committee as required.