

5.0 BOARD SELF GOVERNANCE**5.9 COMMITTEES****INTENT:**

The work of LICA can best be accomplished through the establishment of committees, which shall address specific issues brought to the Association, in order to accomplish the Mission in accordance with the Vision and Values.

5.9.1 GUIDELINES:

- 5.9.1.1** All committees shall function under Board-approved policy, with the exception of the Airshed Zone **and the Beaver River Watershed Alliance**, which shall set **their** own, in congruence with LICA's Vision, Mission, and Values.
- 5.9.1.2** Committees shall provide reports and recommendations to the Board within the scope of their mandates and terms of reference.
- 5.9.1.3** The Administrator shall participate in and provide support to every committee of the Board, but does not have decision-making privileges.
- 5.9.1.4** Committee members are appointed **to LICA committees** by the Board, **and one LICA member is appointed by the Board as the LICA sector representative to each of the Airshed Zone and the Beaver River Watershed Alliance**; community members appointed to a committee by the Board of Directors shall be paid remuneration according to LICA policy.
- 5.9.1.5** Anyone is welcome to attend all committee meetings, and may ask questions and participate in discussion, and in decision making as set out in each committee's Terms of Reference.
- 5.9.1.6** Each committee shall select its own Chair from among its members.
- 5.9.1.7** Each committee must have at least one Board Director as a member, but no more than two; **the Airshed Zone and the Beaver River Watershed Alliance shall determine their own composition.**
- 5.9.1.8** The Airshed Zone **and the Beaver River Watershed Alliance** shall set **their** own terms of reference, budget, policies, and goals and objectives, ensuring that they are congruent with LICA's Vision, Mission, and Values, and shall share this information with the Board.
- 5.9.1.9** All other committees shall operate within their Board-approved Terms of Reference **and the LICA Board Chair shall be an *ex officio* member of them, with** all the rights of a committee member, including the right to participate in consensus decision making.
- 5.9.1.10** All committees except the Airshed Zone **and the Beaver River Watershed Alliance** operate only with the authority of the Board, and may be empowered to act within specific guidelines; committee recommendations outside this authority must be brought to the Board for approval.

5.9.2 IMPLEMENTATION:**5.9.2.1 Standing Committees**

- 5.9.2.1.1** The Board shall appoint members from community, industry, and government to standing committees, considering geographical area, expertise, and impact.
- 5.9.2.1.2** Individuals may be appointed to a maximum of two standing committees, with the exception of the Board Chair, who is an *ex officio* member of all LICA committees except the Airshed Zone and the Beaver River Watershed Alliance.
- 5.9.2.1.3** Each standing committee except the Airshed Zone and the Beaver River Watershed Alliance shall have a maximum of five Board-appointed community members, who shall be paid remuneration according to Board policy. Other individuals may serve on a standing committee or attend committee meetings, but shall not receive remuneration.

5.9.2.2 Sub-Committees

- 5.9.2.2.1** The standing committees may form sub-committees as required, with members from industry, government, and the community, considering geographical area, expertise, and impact. Appointments to a sub-committee must be ratified by the Board.
- 5.9.2.2.2** Each sub-committee may have a maximum of five Board-appointed community members who shall be paid remuneration according to Board policy. Other individuals may serve on a sub-committee or attend committee meetings, but shall not receive remuneration.

5.9.2.3 Ad hoc Committees

- 5.9.2.3.1** From time to time, the Board may appoint *ad hoc* committees as required, with members from industry, government, and the community, considering geographical area, expertise, and impact.
- 5.9.2.3.2** Community members appointed to *ad hoc* committees shall receive remuneration on the same terms as other committees.

5.9.2.4 Committee Terms of Reference

- 5.9.2.4.1** Committee terms of reference are part of the Board's self-governance policy, and should include:
- name, type, authority, and duration of committee
 - purpose
 - key duties and responsibilities
 - membership and how appointed (need not all be board members)

- meetings
- resources (staff and other), budget
- objectives, with dates
- reporting process (frequency, format—oral or written)
- evaluation and termination procedures
- approval and review dates

Review Dates: August 25th, 2004, Sep 2006

Approval Dates: November 29th, 2001, Sep 27, 2006