

Terms of Reference for the Steering Committee

Policy Type: Governance Process

Policy Number: # 112

Date Approved: 21 December 1999

Date Amended: 22 Apr 02
29 Nov 04

Composition

1. The Steering Committee shall consist of the Elected Officers and Chairs of the Standing Committees.
2. The Chair of the Board shall serve as Chair.
3. Staff resources shall be provided to the Committee as required through the CEO.
4. A majority of the Committee members shall constitute a quorum.

Accountability

The Steering Committee shall report to the Board following each committee meeting.

Meetings

The Steering Committee shall meet at the Call of the Chair.

Functions and Responsibilities

1. The Steering Committee shall cause the annual review of the performance of the President & CEO and report to the Board.
2. The Steering Committee shall approve the appointment of delegates for attendance at meetings of the Canadian Airports Council, or other organizations. Notwithstanding the above, the Board Chair, or the Board Chair's delegate, at the Board Chair's discretion may attend meetings to represent the Board's interest.
3. The Steering Committee shall address other issues assigned to it by the Board.