

## Terms of Reference for Planning and Development Committee

**Policy Type:** Governance Process

**Policy Number:** # 114

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### Composition

1. The Planning and Development Committee members shall be appointed by the Chair by the first Board meeting of the calendar year.
2. The Committee shall be composed of a minimum of five Directors.
3. The Committee shall elect its own Vice Chair.
4. Internal staff resources will be provided for the Committee through the CEO.
5. A majority of Committee members constitutes a quorum.

### Accountability

The Committee will report to the Board following each Committee meeting.

### Meetings

1. The Committee shall meet a minimum of quarterly and may meet more frequently.
2. Extraordinary meetings to address specific items may be held at the call of the Chair.
3. Time-limited sub-committees may be formed to address specific issues.
4. The Planning and Development Committee will meet with other Committees of the Chairs of other committees as required.

## **Functions and Responsibilities**

1. The Planning and Development Committee shall review and recommend to the Board the Strategic Business Marketing Plan as developed and updated by the CEO.
2. The Planning and Development Committee shall review and recommend to the Board the Land Use Plan.
3. The Planning and Development Committee shall review and recommend to the Board jointly with the Audit and Finance Committee the Capital Plan.
4. The Planning and Development Committee shall advise the Board of existing and future business opportunities.
5. The Planning and Development Committee shall monitor the following to ensure adherence to Board policies and report to the Board:
  - a. growth;
  - b. Strategic Business Marketing Plan;
  - c. Capital Plan; and
  - d. Land Use Plan and land development to ensure compliance with Board policies.