



## Terms of Reference CAO Standing Committee

	Description
<b>Purpose</b>	<p>The CAO Standing Committee exists to provide senior administrative input to support Board decision-making and to provide leadership for operationalization of Board outcomes.</p> <p>Note: It is recommended that this Committee's Terms of Reference be reviewed in six (6) months to determine if changes are required.</p>
<b>Overview</b>	<p>The CAO Standing Committee has been identified as an opportunity to strengthen and reinforce the support of the CAOs on an ongoing basis within the management structure of the Board.</p> <p>During a consultation with the 13 CAOs of the Edmonton Metropolitan Region Board, it was recommended that a Standing Committee be formed to work with the Board CEO, allowing for a more systematic engagement to enhance communications, improve the timeliness of regional input on projects, to increase the level of commitment for regional initiatives, act a resource for funding and resourcing strategies, and enable support for the outcomes of Board through regular meetings with the Board CEO.</p>
<b>Accountability to the Board</b>	<p>The CAO Standing Committee has no authority to direct management or commit the Board unless specifically authorized by the Board through the Task Force Terms of Reference.</p> <p>Any changes to the Terms of Reference are to be approved by Board before they are adopted.</p> <p>The Board CEO shall take the input from the CAO Standing Committee into consideration.</p>
<b>Membership</b>	<p>The CAO Standing Committee shall include the 13 CAOs of the member municipalities of the Edmonton Metropolitan Region Board, with the Board CEO as the appointed Chair for this Committee.</p> <p>Consideration should be given to including provincial representation as a permanent member, and inviting other key stakeholders to attend meetings to contribute their expertise and knowledge on a specific topic, and on an ex-officio basis.</p>



	<p>Members may send an alternate to represent their municipalities, in the event they may be unable to attend.</p>
<b>Meetings</b>	<p>The CAO Standing Committee shall meet every 6-8 weeks.</p> <p>Meetings will be scheduled one (1) year in advance.</p> <p>Agenda will be prepared by the Committee Chair and distributed seven (7) days in advance.</p> <p>Provisions can be made for participation by Teleconference.</p> <p>Additional meetings outside of its normal schedule may be called to address specific items, and are at the call of the Chair. Reasonable notice shall be provided, preferably seven (7) days notice by email.</p>
<b>Duties and Responsibilities</b>	<p>Subject to the powers and duties of the Board, the CAO Standing Committee will be responsible to:</p> <ol style="list-style-type: none"><li>a) review, share information, discuss, collaborate, coordinate, and provide advice as it relates to and in support of the regional priorities and outcomes of the Board.</li><li>b) review status of Board initiatives.</li><li>c) provide regional input on policy direction.</li><li>d) discuss implementation considerations and alignment of implementation priorities.</li><li>e) provide input on funding strategies, resourcing and implications.</li><li>f) identify risks and recommend mitigating measures. foster an understanding of issues and opportunities from a regional versus an individual municipal perspective to support informed regional decision-making.</li><li>g) provide leadership and support for ensuring municipal councils <i>understand</i> Board initiatives.</li></ol>