



	Description
Purpose	<p>The Board accomplishes much of its work through Committees and Task Forces.</p> <p>Task Forces provide flexibility in carrying out the Board's mandate and are purpose- built, time bound, struck to address a specific issue, challenge, or opportunity defined in a Terms of Reference approved by the Board.</p>
Overview	<p>Only the Board can create a Task Force to carry out a specific mandate or project/initiative identified within its Budget.</p> <p>The Executive Committee may make a recommendation to the Board to establish a Task Force to complete a specific scope of work for the Board.</p> <p>The Task Force is responsible for the completion of a specific mandate/ project/initiative and may choose to form an Advisory Group to provide technical assistance for the duration of the project or on an as-needed basis to provide advice, and or information relative to a project or initiative.</p> <p>Composition of a Task Force shall be determined on a case-by-case basis and operate within the approved Terms of Reference and Budget.</p>
Accountability to the Board	<p>All Task Forces report to the Board.</p> <p>A Task Force 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>Task Forces shall provide progress reports to the Board at specified project milestones and upon completion of the final project.</p> <p>When a Board meeting closely follows a Task Force meeting, the Task Force Chair will provide a verbal report to the Board and the</p>



	<p>minutes will be circulated at the next Board meeting.</p>
Membership	<p>Composition of a Task Force shall be identified in the Terms of Reference and shall consider the skills and experience necessary to complete the mandate/project/ initiative.</p> <p>Consideration should be given to the appropriate size of the Task Force to ensure the effectiveness the Task Force and shall be determined on a case- by-case basis.</p> <p>Consideration should be given to Task Force representation to include elected officials, non-elected officials¹, and consideration of provincial representation, where applicable.</p> <p>The Board shall appoint the Chair of the Task Force and the Vice Chair shall be selected by the Task Force at the first meeting.</p> <p>A Task Force shall include a minimum of three (3) elected officials (voting members) of which one member is the appointed Task Force Chair.</p> <p>Task Force members are appointed for the duration of the project.</p> <p>Term limits for the Chair, Vice Chair and members (to include Advisory Group(s)) shall be specified in the Terms of Reference.</p> <p>Alternates for each appointed voting member of the Task Force municipality shall be identified.</p> <p>Board Chair and Board CEO are ex-officio, non-voting members of all Task Forces.</p>
Quorum	<p>A majority of appointed Committee members (50 per cent plus 1) shall constitute a quorum, represented in person or by telephone or other telecommunications device that permits participation.</p>
Advisory Group(s)	<p>When deemed necessary, a Task Force may strike a working group and/or an advisory group to provide technical support or subject matter</p>

¹ “Non–elected official” may include and not limited to municipal administration (includes CAOs), industry representatives, academics, subject matter experts, and consultants, etc.



	<p>expertise in carrying out its project/mandate.</p> <p>Advisory Groups are considered a resource for the Task Force and their roles shall be identified in the Terms of Reference for the Task Force.</p> <p>An Advisory Group may be requested to perform research, provide information, complete tasks and provide advice and/or recommendations for the Task Force's consideration.</p> <p>An Advisory Group may include but is not limited to expert (blue ribbon) panels, technical advisors to include members of the public sector, private sector member and members of the public. The composition of an Advisory Group shall consider the needs of the project and ensure the members possess the desired skills, core competencies, and experience to contribute to the particular assignment.</p> <p>The Chair of the Advisory group will be one member of the Board Administration.</p> <p>Participation is voluntary and any compensation is subject to budget, and Board approval.</p> <p>The Task Force is accountable to the Board for the work of its Advisory Group.</p> <p>General Duties & Responsibilities of Advisory Group(s)</p> <p>Subject to the powers and duties of the Board or Task Force, the Advisory Group shall be responsible to:</p> <ul style="list-style-type: none">• Provide unbiased technical advice, information, in support of the project /or initiative;• Provide professional planning and policy advice for consideration;• Provide information regarding relevant regional issues, policies, and programs and initiatives that may have an effect on the project and/or initiative;• Represent the best interests of the Region; and• Take on and complete assigned tasks as requested,
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	<p>depending on the needs of the project, and report back with research, information, advice and/or a recommendation.</p>
Voting	<p>Each elected official Task Force member will have one vote. The Task Force will work towards consensus, as much as possible. In the event of a tie, the motion is defeated.</p> <p>All non-elected Task Force members are non-voting members, to also include advisory/working groups.</p>
Meetings	<p>Task Force meeting schedule shall be determined based on the project work plan.</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> <p>Meetings are open to the public, and are subject to FOIP.</p>
Duties and Responsibilities	<p>Subject to the powers and duties of the Board, a Task Force will be responsible to:</p> <ol style="list-style-type: none">a) Deliver on the outcomes identified for the project/ initiative in accordance with its Terms of Reference and within the approved budget and project timeline.b) Provide information regarding relevant regional issues, policies, and programs and initiatives that may have an effect on the project and or initiative.c) Identify project risks and issues that may inhibit the project progress and deliverables, and propose solutions.d) Provide progress updates to the Board and report on project milestones.e) Represent the best interest of the Region in carrying out the project.f) Bring forward recommendations to the Board for its approval.
Examples of Task Forces	<ul style="list-style-type: none">• Board Transition• Recreation/Open Spaces/Wildlife Corridors Study• Ag Master Plan



	<ul style="list-style-type: none">• Metropolitan Servicing Plan
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