

## **2024 Communities Committee Terms of Reference**

### **Purpose**

CFEK's Board of Directors has resolved that it is prudent to authorize the Communities Committee (the "Committee") to work with management and advise the Board with regard to Strategic Planning, Community Economic Development, stakeholder and community engagement, public relations, projects and events.

### **Authority**

The Committee has the authority to review and discuss with the General Manager all things pertaining to its purpose and to make recommendations to the Board as to actions that may be necessary or desired to meet CFEK's strategic goals or to enhance CFEK's impact and reputation across our service area.

### **Goals & Objectives**

1. Engage in the development, review and reporting of CFEK's Strategic Plan.
2. Work with the General Manager and advise the Board to help ensure that CFEK's CED activities, projects and initiatives align with the needs of our communities and CFEK's strategic priorities.
3. Consider and approve or decline applications for Community Economic Development funding received in accordance with CFEK's CED funding policy.

### **Membership**

The Board of Directors will appoint the Committee members each year at a special meeting immediately following the Annual General Meeting (AGM) and the Committee will stand until the conclusion of the next AGM.

The Committee will consist of up to 7 voting members, 2 of whom may be Directors or volunteers who are not on the Board of Directors. A majority of the committee membership must be comprised of CFEK Directors.

Open Committee seats may be filled at any time during the year by an ordinary resolution of the Board.

CFEK's Vice-Chair will be the Committee Chair unless otherwise approved by the Board of Directors.

If the Board Chair is appointed to the Committee, the Chair will have voting rights on the Committee; otherwise, the Board Chair will sit *ex officio* as a non-voting member of the committee.

The General Manager will sit *ex officio* as a non-voting member of the Committee.

### **Meetings**

The Communities Committee will meet at least quarterly and otherwise as necessary throughout the year. The meeting schedule will be included in the Board Calendar.

**Quorum**

Provided that all voting members have been properly notified of the meeting and that there are more CFEK Directors in attendance than non-Director volunteers, a quorum of the committee shall be a simple majority of the voting members.

**Notice**

Typically, the Committee Chair will provide seven (7) calendar days' notice of a meeting. In any event, a meeting shall not be convened without at least 48 hours' notice.

Approved by the Board on: **June 20, 2024**