

## Terms of Reference: Management Committee

On May 8, 2014, the Administrative Agreement on the Federal Gas Tax Fund in British Columbia (the Agreement) was signed between the federal and provincial governments and the Union of BC Municipalities (UBCM). Section 3.3 of Annex B of the Agreement establishes the Management Committee.

### **The Committee:**

The Management Committee membership will consist of one member appointed by Canada, one member appointed by British Columbia, and three (3) members appointed by UBCM, one of which will be designated by UBCM as the Chair. The member appointed by Canada will have observer status only, and is not considered a voting member.

Replacement members, may, from time to time, be appointed. The Parties agree to keep each other informed in writing of new appointments.

If the Chair is not able to attend a meeting, or is otherwise unable to act, the Chair may designate an alternate, and that alternate shall act as the Chair.

If a Member is not able to attend a meeting, or is otherwise unable to act, that Member may designate an alternate, and that alternate shall act as that Member.

The Management Committee shall support the Partnership Committee and reports directly to the Partnership Committee.

### **Decisions:**

The committee will govern by consensus, examine issues together and in good faith reasonably attempt to resolve potential issues.

The decisions, approvals and recommendations of the Management Committee will be made or given upon agreement by the voting Members, within their respective delegated authorities. The signature of the Chair on behalf of the Management Committee shall be sufficient verification, for the purposes of the Gas Tax Agreement, of any such decision, recommendation or approval by the Management Committee.

### **Responsibilities:**

The Management Committee shall advise and assist the UBCM in the administration and management of the Gas Tax Agreement and without limiting the generality of the foregoing, shall:

- (a) Approve projects for funding under the Strategic Priorities Fund (SPF) and approve and significant changes in scope of those projects, and for these purposes, may establish criteria and processes in relation to the SPF, including approving program guidelines and related materials, which must be in keeping with the strategic criteria and spending priorities set by Partnership Committee;

- (b) Approve requests by Ultimate Recipients for significant changes in the scope for any projects approved for funding under the General Strategic Priorities Fund or the Innovations Fund by the management committee under the First Agreement;
- (c) Approve the Asset Management templates based on the GTA Framework for Asset Management;
- (d) be responsible for carrying out any other duties and functions specified elsewhere in the Gas Tax Agreement or as may be assigned by the Partnership Committee to accomplish the Purpose of the Gas Tax Agreement;
- (e) Monitor Projects approved under the Strategic Priorities Fund, in terms of achievement of intended results;

**Committee Operations:**

- (a) The Management Committee may agree to conduct virtual meetings whereby motions can be circulated by email and voted upon by email. An email approving the motion from each Member of the Management Committee shall be sufficient verification of any such decision, recommendation or approval by the Management Committee;
- (b) The Management Committee shall meet, or by teleconference, as necessary, at such places and on such dates as may be agreed by the Members. The Chair may alter the timetable to meet the demands on the Management Committee;
- (c) A quorum for all meetings of the Management Committee shall be the Chair and one Member from each Party. In the case of the Chair's absence or inability to act, one of the UBCM Members not appointed as Chair, shall act as the substitute for the UBCM Chair;
- (d) The Management Committee may expand its roles, based on requirements determined by the Partnership Committee. The Management Committee may establish sub-committees of the Management Committee, as required from time to time, to carry out the Gas Tax Agreement; and
- (e) UBCM will provide administrative support for the Management Committee.