

Canada Community-Building Fund Oversight Committee
Terms of Reference

On April 1, 2024, the Canada Community-Building Fund (CCBF) was renewed with the signing of the UBCM-Government of Canada- Province of British Columbia Administrative Agreement on the CCBF (CCBF Agreement). Section 7 of the CCBF Agreement established the Oversight Committee and set out responsibilities of the Oversight Committee.

The Committee:

The Oversight Committee will be co-chaired by three (3) members, one of whom is to be appointed by Canada, and designated as Federal Co-Chair, and one of whom is to be appointed by British Columbia and designated as Provincial Co-Chair, and one of whom is to be appointed by UBCM, and designated as UBCM Co-Chair.

Other members may also be appointed, so long as the composition of the Oversight Committee consists of equal representation from each of the Parties.

Replacement members from the three parties may from time to time, be appointed. The parties agreement to keep each other informed, in writing, upon new appointments.

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

Decisions:

The Oversight 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 Oversight Committee will be made or given upon agreement by the Members, within their respective delegated authorities. The signature of the assigned Chair for a given Oversight Committee meeting shall be verification, for the purposes of the Agreement, of any such decision, recommendation or approval by the Oversight Committee.

Responsibilities:

- a) Resolve disputes that arise in relation to the administration of the Agreement, and in accordance with section 8 (Dispute Resolutions) of the CCBF Agreement
- b) Set strategic criteria and spending priorities for the Strategic Priorities Fund
- c) Develop and approve a framework for Asset Management commitments
- d) Review and engagement on the contents of the Statement of Priorities
- e) Review and agree to the contents of the Letter of Intent
- f) Review a detailed business case

- g) Assign representatives for each of the Parties to develop an annual Joint Communications Approach; to approve that approach; to receive an annual report on communications undertaken; and to consider any proposed modifications to the annual Joint Communications Approach
- h) Approve all procedures in respect of its own meetings, including rules for the conduct of meetings and the making of decisions
- i) Carry out any other duties, powers and functions as may be required to govern the CCBF Agreement

Committee Operations:

- a) The Oversight Committee may agree to conduct electronic mail meetings whereby motions can be circulated by email and voted on by email. An email approving the motion from each Member of the Oversight Committee shall be sufficient verification of any such decision, recommendation or approval by the Oversight Committee
- b) The Oversight Committee shall meet as necessary and at minimum once a year. Meetings can be in person, virtual, or by teleconference, at such places and on such dates as may be agreed upon by Members. The Co-Chairs may alter the timetable to meet the demands of the Oversight Committee
- c) A quorum for all meetings of the Oversight Committee shall be the Co-Chairs and that represent all three parties
- d) The Oversight Committee may expand its roles, based on requirements determined by the Parties.
- e) The Oversight Committee may establish sub-committees, as required from time to time, to support the Oversight Committee in governing the CCBF Agreement.
- f) The Oversight Committee may provide clarification and interpretation of provisions contained in the CCBF Agreement
- g) UBCM will provide administrative support for the Oversight Committee. Administrative costs associated with these responsibilities will be borne by the responsible party
- h) Members or the organizations they represent will be responsible for Member's costs of attending meetings and other costs associated with Oversight Committee membership
- i) The Oversight Committee may amend the Terms of Reference of the Oversight Committee – and approve and amend the Terms of Reference of any sub-committee, as required

Agreement Language Prevails:

If any items in these Terms of Reference is at odds with the CCBF Agreement, the wording of the Agreement will prevail.