

# Executive Committee

## Terms of Reference

### Purpose

The Executive Committee (the “Committee”) possesses and exercises all powers of the Council when the urgency or compulsion of issues and/or circumstances make it impractical or impossible to convene a timely meeting of Council as a whole to consider important matters.

### Statutory Authority

The Committee is a Council Committee established pursuant to section 82(1) of the *Real Estate Services Act*.

### Committee Composition and Meetings

#### **i. Committee Composition**

The Committee consists of the Chair and Vice-Chair of the Council, and the Chair of the Finance and Audit Committee. When any of these three is unavailable, the Chair of the Governance Committee shall be an authorized alternate, at the request of the Chair or the Vice-Chair.

#### **ii. Staff support**

The Committee is supported by the Executive Officer and the Director, Legal Services. The Council’s Corporate Secretary is the secretary to the Committee and provides administrative support to the Committee, including minute taking.

#### **iii. Meetings**

Committee meetings are at the call of the Chair or Vice-Chair who, as the case may be, shall set the agenda for the meeting.

Quorum for any meeting of the Committee is two members of the Committee, one of whom must be the Chair or the Vice-Chair, and who may attend in person and/or by electronic means.

## **Roles and responsibilities**

The Committee will take such action as may be necessary or expedient on behalf of the Council.

A resolution or decision of the Committee duly passed is effectual for all purposes as a resolution or decision of the Council.

The Council shall have the power at any time to revoke or override the authority given to or acts done by the Executive Committee.

## **Accountability**

The Committee reports its considerations and decisions by distributing minutes of its meetings to Council and, where appropriate, providing an oral report at the next Council meeting.

**Approved by:** Council

**Last updated:** November 2018