

Policy Committee Terms of Reference

The Policy Committee (the Committee) is a special (ad hoc) committee of, and reports to, the Board of the Alberta Gaming, Liquor and Cannabis Commission (AGLC). Through these terms of reference, the Board delegates certain responsibilities to the Committee to assist the Board in fulfilling its duties and obligations related to establishing and reviewing policies with emphasis on red tape reduction. A core focus of the Board is red tape reduction. This Committee will support the Board by conducting a red tape reduction review.

The Committee will review gaming, liquor and cannabis policies focusing on red tape reduction, as applicable, and supporting a culture of proactive identification. The focus is to enable continuous improvements that benefit the gaming, liquor and cannabis industries, charities and Alberta consumers.

1. Mandate, Purpose and Authority

The function of the Policy Committee is to assist the Board in fulfilling its obligations related to establishing and reviewing policies, and overseeing the red tape reduction initiative. In fulfilling its responsibilities, the Committee, through the Board Chair and President & CEO, shall have unrestricted access to the management of AGLC. The Manager of the Board Office should also be included on all correspondence to support the flow of information.

The Committee is accountable to the Board and will provide a briefing to the Board at every Board meeting. The Committee's mandate may cease once the red tape reduction review is complete. The term of committee shall be until March 31, 2023.

The Board Governance Policies and AGLC Corporate (internal) Policies are not part of the Committee's mandate.

2. Duties and Responsibilities

The Committee:

- Provides direction regarding the AGLC's Red Tape Reduction initiatives;
- Assesses policies and evaluates opportunities prior to Board Meetings, providing management with preliminary feedback and direction on the items;
- Provides recommendations to the Board on red tape reduction and associated policies;
- Ensures alignment with the Government of Alberta's Red Tape Reduction Review initiative;
- Makes recommendations for Board meeting agenda items that are related to Red Tape Reduction and corresponding policy review;
- Monitors achievement of government established targets for Red Tape Reduction within specified timelines;
- Performs policy reviews;
- Establishes an efficient and effective process to assess proposals and recommendations from Management prior to Board meetings;
- Ensures continuous improvement;
- Provides Management with recommendations regarding stakeholder consultations, as applicable;
- Receives information related to stakeholder consultations within policy reports from Management, as applicable;
- Solicits recommendations from the Management team; and

- Prepares quarterly briefings for the Board Chair to share with the Minister and with the Red Tape Reduction department for information;
- Develops a Board communications strategy to report on continuous Red Tape Reduction progress to key stakeholders, which may include the Government of Alberta, industry stakeholders and/or Albertans; and
- Receives communication strategies for policy implementation within policy reports from Management, as applicable.

3. Committee Membership

The Committee shall be a committee of the whole and be comprised of all members of the Board. The Board Chair shall be an ex officio (voting) member. The President & CEO and the Vice President of Policy & Public Affairs shall be ex-officio (non-voting) members.

Committee members shall have independence, including an unbiased perspective on the matters brought before the Committee and the members' employment or involvement in other activities must not place them in a conflict of interest position. All Committee members are encouraged to take the Foundation of Administrative Justice Interpreting Legislation course.

The Board Chair shall appoint a Committee Chair from amongst the members of the Board.

Any Committee member may be removed or replaced at any time by the Board Chair, recommendation of the Committee to the Board Chair or on the Board's initiative. The Board Chair, in consultation with Board members shall annually review the Committee membership skills composition.

The President & CEO or designate is expected to attend Committee meetings.

The Manager of the Board Office shall be appointed as the Management Liaison for the Committee. The Management Liaison will work with the Committee Chair in establishing the agendas, coordinating the Committee reports and will attend meetings as appropriate.

The Committee may invite, at its discretion, members of management and/or other guests to attend all or a portion of a meeting of the Committee.

4. Meetings

The Committee meeting dates will be established for the following year as part of the annual Board calendar. The Committee will aim to meet monthly, with a minimum of 10 meetings per year and not less than two (2) weeks before a Board meeting in order for Committee recommendations and applicable pre-reading materials to be included as part of the Board meeting package.

Committee members are not required to attend meetings in person. Audio or video conferencing tools will be provided to Committee members.

Committee members are encouraged to attend at least 75 per cent of scheduled meetings.

5. Work Plan

The Committee will develop a work plan in consultation with Management and shall ensure the schedule of meetings co-ordinates with the deliverables outlined in the work plan.

6. Agenda and Reporting to the Board

The Chair of the Committee will establish the agenda for meetings in consultation with the Board Chair, Committee members, the Management team, and the Management Liaison ensuring alignment with the Committee work plan.

To the extent possible, the agenda and meeting materials will be circulated to all Board members at least one (1) week in advance of regular meeting dates to ensure sufficient time for review prior to the meeting. The Committee, through the Committee Chair, shall submit a report, with recommendations, to the Board at the Board's next regularly scheduled meeting after a meeting of the Committee.

The secretary of the Committee shall be the Executive Assistant to the Board.

7. Minutes

The minutes of all Committee meetings will be approved at the next meeting of the Committee. Minutes of the meetings will be circulated to all Board members.

8. Quorum

A minimum of three (3) members in attendance shall be necessary to establish a quorum of the Committee at any meeting and all actions of the Committee shall be taken by a majority of the members participating at the meeting.

Reference

AGLC Guiding Principles