

**POLICY NUMBER:** GP - 11  
**ISSUING AUTHORITY:** Board of Directors  
**Date:** Issued December 19, 2012  
Reviewed May 15, 2024  
Revised October 24, 2017

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**SUBJECT:**

Governance Process

BOARD COMMITTEE PRINCIPLES

**POLICY:**

1. Board committees are intended to help the Board carry out its mandate, not to advise the staff. Committees assist the Board by preparing options with implications for Board deliberation. In keeping with the Board's broader focus, Board committees do not normally have direct dealings with current staff operations.
2. Board Committee membership is in accordance with the By-laws and Board policy. The Committee may invite other ad-hoc members as required.
3. Board Committees cannot speak or act for the Board except when formally given such authority for specific and/or time-limited purposes. Expectations and authority is carefully stated in order not to conflict with the authority delegated to the CEO.
4. All Committees are supportive of the Board and its policies.
5. Board Committees cannot exercise authority over the Board, CEO or other staff.
6. The CEO or delegate may provide administrative support to facilitate the work of Board Committees. In the case of Board members or Committees requesting information or assistance without Board authorization, the CEO can refuse such requests that require, in the CEO's opinion, a material amount of staff time or funds or is disruptive.
7. This policy applies only to Committees, which are formed by Board action, whether or not the Committees include non-Board members.
8. All Committees abide by the same Code of Conduct as governs the Board.
9. Except as identified in approved Terms of Reference, no Board Committee has authority to commit the funds or resources of the RHA.
10. All Board Committees are required to keep minutes of all meetings. Board Committee minutes are not public documents. Board Committee minutes are forwarded to the Board for information only.