

Terms of Reference
Ad Hoc Building Fund Initiatives Committee
April 2024

Purpose

The mandate of the Building Fund Initiatives Committee (Committee) is to oversee the \$5 million Council has allocated from the CPSA building fund to support programs, initiatives or research to benefit Albertans.

Membership

The members serve on the Committee until it is dissolved or until their term expires. Members include:

Role/Representation	Member
CPSA Council (voting)	Current Councillors of which: <ul style="list-style-type: none"> • 1 physician member • 1 public member
Members at Large (voting)*	<ul style="list-style-type: none"> • 2 members
CPSA Chair (ex-officio non-voting)	<ul style="list-style-type: none"> • CPSA Chair

*Members at Large can be Councilors or former Councilors.

The Chair of the Committee will be selected by and from the voting members of the Committee.

The Chair will preside at all meetings of the Committee.

Terms of membership are for three years.

At any point in time, membership may be amended at Council’s discretion.

Should a member resign or their term expire, a new member may be appointed by Council in accordance with membership requirements in this Terms of Reference.

Authority and Accountability

- CPSA Bylaw 16(1): Council may establish or remove:
 - (A) Standing Committees;
 - (B) Priority Committees;
 - (C) any other committees.

- Under the *CPSA Governance Structure and Committees Policy*, the Committee is a: Council Committee > Ad Hoc and/or Sub-Committee.
- September 10, 2021 Council motion: MOTION C31-21 which establishes an ad hoc committee of Council to oversee the building fund project.

The Committee is an ad hoc committee of Council for a period and frequency to be determined by Council until the building fund projects are completed and a Final Report of the building fund projects has been provided to Council.

In addition to a Final Report, the Committee will provide an annual progress report to Council.

Roles and Responsibilities

The Committee will:

Phase 1: 2021-2023

- Draft the allowable project(s) criteria based on Council direction for the building fund initiatives funding.
- Present the criteria to Council for approval.
- Develop the decision criteria to evaluate funding proposals.
- Develop the application form for funding proposals.
- Review applications for projects against approved decision criteria.
- Present list of project(s) to Council for approval.
- Inform successful project applications.
- Provide updates to Council.
- Review and make recommendations on changes, as necessary, to these Terms of Reference.

Phase 2: 2024-2027

- Monitor the effectiveness and efficiency of the building fund initiatives process.
- Provide regular updates to Council that monitor the progress of the building fund initiative projects.
- Provide a summary report on the building fund initiatives to Council.
- Review and make recommendations on changes, as necessary, to these Terms of Reference.

Meetings

Frequency:

- The Committee will meet at least annually. Additional meetings may be called as required at the request of the Chair in consultation with the Registrar.

Procedures:

- Meetings may be held in-person or by video-conference or by any other communications technology that permits all persons participating in the meeting to communicate with each other.

Decision Making:

- Quorum will be a simple majority of voting members on the Committee.
- Decisions will be made by consensus or motion.
- A majority vote of Committee members present at a meeting decides any vote.

Records of the Committee

- Notes of each meeting will be kept with a focus on action items and to inform next steps/agenda for the Committee.
- The Executive Assistant to the Chief Financial Officer or designate will act as Recording Secretary for the Committee.
- All Committee records will be retained by CPSA per CPSA's retention schedule.

Confidentiality

- The Confidentiality and Non-disclosure Agreement signed annually by all Council members extends to their work and actions on the Committee.
- Building Fund Initiatives Committee Members at Large will annually sign a Confidentiality and Non-disclosure Agreement that will apply to their work and actions on the Committee.

Committee Resources

Council approves the budget of the Committee.

Council members will be paid an honorarium and will be reimbursed for expenses in accordance with CPSA's Honoraria and Expense Policy. The honorarium and expenses of the Committee will be sourced from the building fund initiatives budget.

The Chief Financial Officer attend all Committee meetings. Others may attend meetings as needed to provide specific knowledge or expertise on matters before the Committee.

The Committee may from time to time invite guest speakers/advisors for information. Guests will not be remunerated.

The Committee may engage the services of an external consultant, based on CPSA procurement policies. The cost of such external consultants will be sourced from the building fund initiatives budget.

Next Review Date – 2026 or as needed