

## Terms of Reference Strategic Planning Advisory Committee

BC Assessment is a Crown Corporation established in 1974 and governed by the *Assessment Authority Act*. BC Assessment is accountable to the Provincial Government, its sole shareholder. BC Assessment was created for the purpose of establishing and maintaining an independent and uniform property assessment system throughout British Columbia. BC Assessment operates in accordance with the *Assessment Authority Act* and the *Assessment Act* to fulfill its mandate and, as a public body, has a responsibility to maximize its value to the shareholder and the citizens of British Columbia.

These Terms of Reference establish the Committee's governance framework and duties and responsibilities in fulfilling its oversight role in the public interest for the benefit of the citizens of British Columbia.

### 1. Purpose

The Strategic Planning Advisory Committee is established to assist the Board in developing the Strategic Plan for BC Assessment.

The Committee is established by resolution of the Board for a finite period of time and will be disbanded by resolution of the Board.

### 2. Accountability

The Chair of the Committee will report to the Board as necessary on the matters before the Committee. Given the nature of this, Committee's work minutes of the Committee's meetings will not be taken.

### 3. Composition

The Committee will be comprised of up to seven members. The Board Chair and Chief Executive Officer will be members of the Committee. Two members will be drawn from Management. The remaining members will be Directors.

The Board Chair will be Chair of the Committee and will appoint other members of the Committee. In determining membership consideration should be given to the following:

- The key competencies for membership include strategic thinking, organizational change, business innovation, current trends in technology and risk oversight;
- The Committee should reflect a cross section of the various stakeholder groups and opinions present on the Board of Directors; and
- Members drawn from Management should be those members who will be directly responsible for providing leadership in the implementation of the strategic plan and those members who are able to identify the implications to the organization in the areas being discussed.



#### **4. Meetings**

A quorum for any meeting of the Committee will be the majority of the members of the Committee.

Meetings will be held at the call of the Chair.

#### **5. Duties and Responsibilities**

The Committee will:

- Plan the Board's annual strategic planning sessions and ensure those sessions explore strategic issues seen as relevant to BC Assessment and as determined by the Board;
- Provide the Board with options including benefits, risks, and strategic and financial implications for strategic issues identified by the Board;
- Make recommendations to the Board on strategic issues in support of key decisions that will determine and affect the development of BC Assessment's strategic direction and resulting Strategic Plan;
- Review drafts of the Strategic Plan before they are presented for input to the Board; and
- Lead presentations relating to the Strategic Plan to the Board.