

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 Future year Strategic Plan for BC Assessment.

The Committee is established 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 be taken at the direction of the Chair of the Committee, where required. Any minutes of the Committee's meetings will be made available to all Directors once approved by the Committee.

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 and remove 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



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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, in accordance with the Committee Timetable that appears in Appendix A.

The Corporate Secretary may attend all meetings of the Committee. At the direction of the Committee Chair, there will be a recording secretary for all Committee meetings.

5. Independent Advice

The Committee may at any time, through the Corporate Secretary and following approval of the Board Chair, engage independent consultants to assist the Committee with its duties.

6. 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;
- Lead presentations relating to the Strategic Plan to the Board; and
- Director members of the Committee will lead Board in-camera discussions relating to the Strategic Plan (held at each Board meeting including a Strategic Plan item).

Appendix A: Committee Timetable

The below timetable reflects key items for consideration by the Committee that arise on an annual basis. Actual meeting agendas may vary as isolated matters arise.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Plan Committee Meetings for coming year, including any materials to be produced by Management and timelines for same												X
Provide initial direction to Management on Board Strategic Planning Sessions (held in February)												X
Committee Meetings	X	X	X	X	X							
Reviews with Board the draft Future Year Strategic Plan												
Reviews and recommend for approval by the Board the Future Year Strategic Plan					X	X						