

Governance & Policy Planning Committee

Terms of Reference

The Governance & Policy Planning Committee is a committee of the Provincial Cabinet with responsibility for overseeing NSSSA's governing documents and governance practices.

In developing such policies and practices, and in their ongoing review, the Committee has a responsibility to be aware of and apply best practices in nonprofit board governance.

The committee's activities will:

- comply with NSSSA's requirements under the Societies Act;
- provide means by which provincial cabinet members will fulfil their fiduciary duties;
- enhance transparency and the Provincial Cabinet's ability to make decisions effectively;
- include accountability measures for board decisions;
- allow for the efficient flow of business to the Provincial Cabinet; and
- delegate authority appropriately to Officers (as defined in the bylaws), committees appointed by the Board, the President & Vice-Presidents, and other senior NSSSA officials.

Definitions

"Governing documents" shall refer to bylaws, policies, and procedures of NSSSA.

Responsibility & Authority

Special Project

Whereas it is recognized that NSSSA's governing documents require significant changes, and whereas NSSSA must fulfil its obligations under the Societies Act,

now therefore the Committee shall undertake to overhaul NSSSA's bylaws and develop a bylaw and policy suite that promotes good governance and present such recommendation and amendments to the Provincial Cabinet. Further, notwithstanding these Terms of Reference, the Terms of Office specifications may be suspended to allow the committee to see through the special project, although the committee shall seek out a wide range of perspectives.

General Responsibilities

- Recommend and implement processes for periodic review of NSSSA's governing documents and practices.
- Design and implement orientation and ongoing Provincial Cabinet member education.
- Advise on and make recommendations to the Provincial Cabinet on the structure of Board agendas and meeting processes.
- Recommend to the Provincial Cabinet and periodically review role descriptions for the Provincial Cabinet, its Officers, committee chairs, Provincial Cabinet members and non-PC members of committees.
- Oversee periodic reviews of the Terms of Reference of the Provincial Cabinet's committees and make recommendations for amendments.
- Make recommendations and provide advice to the Provincial Cabinet with respect to new or restructured committees, as may be proposed from time to time by the Committee.
- Oversee electoral policies and procedures, including recommending changes to the Provincial Cabinet and/or membership as warranted.
- Review these Terms of Reference at least every three years, and recommend amendments to the Board as necessary.
- Annually review its own performance as measured against these Terms of Reference.
- Develop an annual work plan.
- In fulfilling its responsibilities, be mindful of the principles of equity, diversity, inclusion, and decolonization, particularly the ways in which procedural rules and decisions can either foster or hinder the advancement of these principles.

Membership

The committee shall consist of:

- The President (or designate);
- the Vice-President, Internal;
- five to eight additional individuals, fulfilling the following requirements:
 - at least one voting non-executive member of provincial cabinet;
 - at least one advisor; and
 - at least one regional cabinet member;
 - at least one alumnus, ideally not currently part of Provincial Cabinet.

Terms of membership:

- Members may serve a term of up to one year, which may be renewed for up to three additional terms.
- The Committee shall endeavour to scatter term start and end dates to ensure continuity.

Appointments:

- Members of the Committee are appointed by resolution of the Provincial Cabinet.

Other membership considerations:

- Members-at-large of NSSSA and non-members with a connection to NSSSA are eligible for membership to the committee.
- The Committee may invite non-members of NSSSA or the committee to any meeting to provide advice to the committee.
- The Provincial Cabinet will appoint a Chair from the membership of the Committee.
- The committee shall elect from amongst themselves a Vice-Chair.

Meetings

- The Committee may meet as often as it deems necessary to fulfil its duties.
- The Committee shall take minutes of its meetings and record any motions.

Reporting

The Committee is accountable to Provincial Cabinet through the Chair.

The Committee receives direction from Provincial Cabinet through the Chair.

The Committee receives support from the Business Support Services Coordinator and Analyst, Policy.

Version History

Date	Changes
February 2025	Initial Document
August 2025	• Updated job titles • Adjusted terms to one year, renewable for four years • Changed selection of chair

