



Sub-Committees

Committees have the option to create Sub-Committees when necessary to improve meeting efficiency or focus on particular tasks or objectives outlined in the Committee's workplan. The specific structure and function of Sub-Committees will depend on each Committee's mandate, projects, scope and number of members. Sub-Committees offer ongoing support to the main Committee, must be approved by the Committee, and should have a clear and defined mandate.

Sub-Committee meetings are held separately as needed. The Committee Secretary is not required to attend the Sub-Committee meetings. Sub-Committees report to the Committee and do not make independent decisions or take action that is not agreed upon by the Committee at a regular meeting. The Sub-Committee cannot have quorum when meeting.

Example: Stop Gap Ramp Sub-Committee