

TERMS OF REFERENCE - AD HOC COMMITTEES

CLIMATE CHANGE AND EMISSIONS MANAGEMENT (CCEMC) CORPORATION

DATE OF APPROVAL: JUNE 24, 2009

A. OVERVIEW AND PURPOSE

The Climate Change and Emissions Management (CCEMC) Corporation ("CCEMC") has the corporate authority to appoint Ad-Hoc committees (the "Committee(s)") for a specific purpose. The members of Committees appointed by the Board shall adhere to these terms of reference as well as the CCEMC's Committee Guidelines.

B. ESTABLISHMENT OF AD-HOC COMMITTEES

1. Each of the Committees appointed by the Board shall be appointed for a specific period of time to undertake a specific task, and then disbanded.
2. The Board Chair may appoint Committees between Board meetings but their appointment and terms of reference shall be subject to approval of the Board at the next Board meeting.
3. A Committee must get an extension approved to operate beyond the time limit specified in its terms of reference. The Committee Guidelines also apply to Committees established by the Board or the Board Chair.
4. This structure will be reviewed regularly as the Board considers which of its responsibilities will best be fulfilled through more detailed review of matters by a Committee.
5. Each Committee must have terms of reference with the following headings:
 - (a) Purpose and Scope;
 - (b) Composition;
 - (c) Duties and Responsibilities; and
 - (d) Completion Date.
6. A list of current Committees as they exist from time to time will be appended to these Terms of Reference.
7. Terms of reference for a specific Committee shall be held in this Section of the Director's Manual.