

SCA Advisory Council Terms of Reference

Approved January 2017

Mandate

The SCA Advisory Council is a standing committee of the SCA, and derives its authority from the SCA Board of Directors.

Mission

The Advisory Council acts as the policy development committee of the SCA, and provides recommendations to the SCA Board. In this work, the Council brings together as many of the diverse interest groups within our industry as possible, in order to achieve consensus on issues and drive forward an agenda of priorities based on mutual interest.

Membership

Membership on the Council is to be determined by the SCA Board of Directors. The addition of new members can be recommended by the Advisory Council, or requested by individual groups.

The membership is intended to include the full cross section of industry players from all sectors of the construction industry in the province. Membership is to be made up of associations or organizations that represent industry sectors – not individual companies or specific individuals. In order to be a member of the Advisory Council, an organization must be a member or associate member of the SCA.

Each year the Advisory Council should provide a recommendation to the SCA Board with respect to what, if any, changes should be made to the Council membership.

Representation

Each member association may appoint their own representative to the Advisory Council, and change that representative at their own discretion. Advisory Council representatives for the coming year will be confirmed by the SCA with each member association in December of each year.

In general, member associations are advised to maintain the same representative for at least a period of two years, and generally not more than four years.

While member associations may only have one official representative who will be the primary contact for Advisory Council business, any individual, or number of individuals may attend an Advisory Council meeting on behalf of a member association with prior approval from the Advisory Council Chairperson.

Meetings

The SCA Advisory Council will have four regularly scheduled meetings per year, but may meet more often as required, and at the call of the Advisory Council Chairperson. Generally speaking, the regularly scheduled Advisory Council meetings will be held in January, April, June and October.

Council meetings will move between Regina and Saskatoon as is convenient for the business of the Council. However, meetings may be held in other locations as desired by the Council. While attendance in person at Council meetings is encouraged, the use of teleconference and video conference services will be available for all Council meetings, unless previously specified by the Chairperson.

The Agenda for each meeting will be issue-based, and will be developed by the Chairperson in consultation with Council members. Agenda items for the Council may also be delegated by the SCA Board. The agenda, along with accompanying briefing documents, will be distributed by the SCA one week prior to the meeting.

In addition to an issue-based agenda, Advisory Council meetings may also present an opportunity for interaction with senior provincial government officials, and with other important delegations. The invitation and inclusion of delegations shall be at the decision of the Chairperson, the direction of the Council, or the direction of the SCA Board.

Decisions

The Advisory Council is a committee whose primary decision-making authority is limited to providing recommendations to the SCA Board of Directors. However, the Board may delegate other authority to the Council as it sees fit.

The objective of the Council is to focus on the consensus model of decision-making. Generally speaking, recommendations going forward to the SCA Board should have the consensus support of all members of the Council. Where consensus is not possible, the Council may make decisions by voting. In the event that a vote is necessary, no member association may have more than one vote.

Advisory Council recommendations to the SCA Board of Directors will be carried forward by the Council Chairperson, with support from the SCA President. Additionally, and as necessary, the lead proponent of a recommendation may be called on to present the recommendation to the Board for consideration.

Membership Fee

For the 2013-14 year, the membership fee to be part of the Advisory Council is \$1,000. Starting in 2014-15 (October 1, 2014) no membership fee will be required, but all members of the Advisory Council must have a membership (full or associate as is appropriate) with the SCA.

Roles and Responsibilities

The Advisory Council is tasked with the following roles and responsibilities:

- To formulate an annual action list of advocacy priorities for the construction industry.
- To provide a forum for all groups within the industry to meet, share information, and build relationships.
- To approach policy issues in a solution-oriented manner.
- To establish and support the use of working groups as needed to develop recommendations to resolve outstanding priority issues.
- To establish and maintain a Standards and Practices Committee.

Officers

The Advisory Council has three officers serving one year terms: the Chairperson; the Vice-Chairperson; and the Past Chairperson. By the end of December of each year, the Advisory Council shall elect Vice-Chairperson of the Advisory Council for the coming year. The current Vice-Chairperson will become Chairperson and the Chairperson will then become the Past Chairperson.

Both the Chairperson and Vice-Chairperson shall represent the Advisory Council on the SCA Board of Directors.

The Past Chairperson will be the Chair of the Standards and Practices Committee of the Advisory Council.

Both officers will be elected for a one-year term that shall commence on January 1 and end at the conclusion of December 31 of the same year. In the event that an interim appointment is required, the interim appointee shall be in place until the end of the current calendar year. To be eligible to be an Advisory Council officer, an individual must be an appointed representative of a member association, and must have served on the Advisory Council for a minimum of one full year.

Once elected to an officer position, the individual holds this position concurrently with their position as a representative of a member association. If the member association changes its representative, thereby invalidating the Council representation of the officer, the officer must resign their position immediately.

Standards and Practices Committee

Purpose

The Standards and Practices Committee (The "Committee") will:

- monitor, assess and advise on the impact of evolving industry practices with respect to trends in worksite disputes and professional standards as broadly determined by the Advisory Council;

- this may include developing recommendations for the SCA or Integrated Partner Boards of Directors on best practices within trades and between different groups within the construction process;
- the Committee may also monitor industry practices and consider issues as or before they arise in order to suggest strategies and initiatives to improve construction industry communication.

Mandate

The Standards and Practices Committee is responsible to ensure the best interests of the industry as a whole are maintained and consistent with SCA policy, recommending changes to the SCA Board of Directors when appropriate.

Authority

Considers and makes policy recommendations to the SCA Board of Directors on industry standards and practices issues including expected industry processes, practices and ethical behaviors.

Provides support and advice to the SCA Board of Directors.

Provides an avenue of communication on standards and practices among members, committees, and the SCA Board of Directors.

The Committee shall function in accordance with SCA by-laws and the Advisory Council Terms of Reference.

The Committee shall be a Standing Committee with the Advisory Council Past Chair as the Committee Chair. Other Committee members will be appointed on a case-by-case basis depending on the issue at hand and the discretion of the Advisory Council.

Membership

The Committee shall be made up of the Advisory Council representative members with support provided by their respective associations when available and requested.

Operations and Recommendations

Committee recommendations will:

- be made by consensus whenever possible;
- be sent to the SCA Board of Directors for consideration.
- Evaluation
- Annually, the Standards and Practices Committee will review its recommendations and report to the SCA Board of Directors on industry trends and issues identified.

Terms of Reference Changes

These terms of reference may be changed at any time by the SCA Board of Directors. By the end of December of each year, the Advisory Council should make recommendations to the SCA Board about what, if any, changes should be made to the Council terms of reference.