

Term of Committee Members

With the exception of the municipal representatives whose term will be determined based on the process of their respective municipalities, all members will serve for two years with the possibility of being appointed for two more consecutive terms. Attempts will be made to stagger membership to ensure business continuity.

Remuneration and Disbursements

Members of the Committee may be reimbursed by AEF for reasonable out-of-pocket expenses, such as travel costs, but are generally not otherwise entitled to any remuneration in connection with AEF-related activities. In addition, in the interests of justice, equity, diversity, and inclusion, committee members from non-governmental organizations, indigenous communities, or those that request financial support (to be determined on a case by case basis) will be offered an honorarium as per AEF's compensation schedule.

Decision-making:

All decisions will be made utilizing a Consensus Decision Making Model. If after significant attempts, consensus cannot be achieved, a simple majority plus one will be sufficient. If there is disagreement with a recommendation or direction emerging from the CIFEAC discussions, members will have the opportunity to have their perspective noted in the meeting notes at the time of the discussion to enable full transparency of decisions and support.

Communication and Media Contact

- Meeting notes will be taken and distributed to the committee with the agenda package of the subsequent meeting. Notes will generally be non-attributed (unless requested by a member for the purposes of disclosing a formalized opinion). It is expected that at times confidential conversations or materials will be shared. If confidential data is going to be shared, it is up to the member (or staff member) to clearly articulate the expectation for confidentiality prior to materials being distributed and the topic discussed.
- The Chair (and co-chair, if applicable) and/or the CEO will be the de facto spokespersons for the committee, unless otherwise discussed and approved at a meeting of the CIFEAC. Members should refrain from speaking publicly on behalf of the committee unless the position of the committee has been clearly articulated in a formal, noted discussion/decision.

Conflict of Interest, Code of Conduct, Confidentiality:

All members are expected to maintain confidentiality of the Committee's decisions, directing all inquiries and questions to the CIF Program Director, CEO or Committee Chair (and co-chair). All members will act in accordance of AEF's Conflict of Interest, Code of Conduct, and Confidentiality policies.

Terms of Reference Review Schedule

The Terms of Reference will be reviewed annually with the update of the 3-year rolling business plan.

Approved by the Board of Directors: December 3, 2020