

Approved by the Board May 24, 2023



# Terms of Reference

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Business Development & Policy Committee

The Business Development & Policy Committee (the Committee) is a standing committee of, and reports to, the Board of the Alberta Gaming, Liquor and Cannabis Commission (AGLC). Through these terms of reference, the Board delegates certain responsibilities to the Committee to assist the Board in fulfilling its duties and obligations related to establishing and reviewing policies, monitoring regulatory activities, and considering business development and economic growth opportunities including gaming licence decisions.

A core focus of the Board is red tape reduction. Accordingly, this Committee will support the Board by conducting an ongoing red tape reduction review.

## **1. MANDATE, PURPOSE AND AUTHORITY**

The Committee will support a culture of red tape reduction and customer centricity as well as advancing economic growth opportunities in Alberta. In doing so, the Committee will review gaming, liquor and cannabis policies, as applicable.

As well, the Committee will review business development opportunities including gaming licence decisions with a focus on enabling improvements and opportunities that benefit the gaming, liquor and cannabis industries, charities and Alberta consumers.

Additionally, this Committee will monitor regulatory activities and establish sanction amounts for violations of policy.

In fulfilling its responsibilities, the Committee, through the Board Chair and CEO, shall have unrestricted access to the management of AGLC. The Manager of the Board Office should also be included on all correspondence to support the flow of information.

The Committee is accountable to the Board and will provide a briefing to the Board at every Board meeting.

The Board Governance Policies and AGLC Corporate (internal) Policies are excluded from the Committee's mandate.

## **2. DUTIES AND RESPONSIBILITIES**

### **Policy**

- Provide direction regarding the AGLC's Red Tape Reduction initiatives;
- Provide recommendations to the Board on red tape reduction and associated policies;
- Ensure alignment with the Government of Alberta's Red Tape Reduction Review initiative;
- Monitor achievement of government established targets for Red Tape Reduction within specified timelines;
- Perform policy reviews;
- Ensure continuous improvement;
- Provide Management with recommendations regarding stakeholder consultations, as applicable;
- Receive information related to stakeholder consultations within policy reports from Management, as applicable;
- Solicit recommendations from the Management team;



- Develop a Board communications strategy to report on continuous Red Tape Reduction progress to key stakeholders, which may include the Government of Alberta, industry stakeholders and/or Albertans; and
- Receive communication strategies for policy implementation within policy reports from Management, as applicable.

### **Regulatory Activities and Sanctions**

- Review report of regulatory activities annually; and
- Review and consider amendments to the Administrative Sanction Guideline for Violations as required.

### **Business Development**

- Review business development opportunities;
- Consider gaming facility licence applications;
- Provide recommendations to the Board regarding opportunities and applications; and
- Review major/significant business processes as applicable.

## **3. COMMITTEE MEMBERSHIP**

The Committee shall be a committee of the whole and be comprised of all members of the Board. The Board Chair shall be an ex officio (voting) member. The CEO, the Executive Vice President of Public Engagement & CRO, the Executive Vice President of Business Development and the Vice President of Policy & Public Affairs shall be ex-officio (non-voting) members. AGLC's Legal Counsel should also attend all meetings to provide advice to the Committee as required.

Committee members shall have independence, including an unbiased perspective on the matters brought before the Committee and the members' employment or involvement in other activities must not place them in a conflict of interest position.

The Board Chair shall appoint a Committee Chair from amongst the members of the Board.

Any Committee member may be removed or replaced at any time by the Board Chair, recommendation of the Committee to the Board Chair or on the Board's initiative. The Board Chair, in consultation with Board members shall annually review the Committee membership skills composition.

The CEO or designate is expected to attend Committee meetings.

The Manager of the Board Office shall be appointed as the Management Liaison for the Committee. The Management Liaison will work with the Committee Chair in establishing the agendas, coordinating the Committee reports and will attend meetings as appropriate.

The Committee may invite, at its discretion, members of Management and/or other guests to attend all or a portion of a meeting of the Committee.

## **4. MEETINGS**

The Committee meeting dates will be established for the following year as part of the annual Board calendar. The Committee will aim to meet a minimum of 10 times per year.



Committee members are not required to attend meetings in person. Audio or video conferencing tools will be provided to Committee members.

Committee members are encouraged to attend at least 75 per cent of scheduled meetings.

## **5. ANNUAL WORK PLAN**

The Committee will develop a work plan in consultation with Management and shall ensure the schedule of meetings co-ordinates with the deliverables outlined in the work plan.

## **6. AGENDA AND REPORTING TO THE BOARD**

The Chair of the Committee will establish the agenda for meetings in consultation with the Board Chair, Committee members, the Management team, and the Management Liaison ensuring alignment with the Committee work plan.

To the extent possible, the agenda and meeting materials will be circulated to all Board members at least one (1) week in advance of regular meeting dates to ensure sufficient time for review prior to the meeting. The Committee, through the Committee Chair, shall submit a report, with recommendations, to the Board at the Board's next regularly scheduled meeting after a meeting of the Committee.

The secretary of the Committee shall be the Executive Assistant to the Board.

## **7. MINUTES**

The minutes of all Committee meetings will be approved at the next meeting of the Committee. Minutes of the meetings will be circulated to all Board members.

## **8. QUORUM**

A minimum of three (3) voting members in attendance shall be necessary to establish a quorum of the committee at any meeting and all actions of the Committee shall be taken by a majority of the members participating at the meeting. The Board Chair may be included in the quorum count.

