

GHRC Committee Quarterly Report

Alice Wong, Committee Chair

June 8, 2021

PURPOSE

To seek board approval of revised advisory committee terms of reference.

RATIONALE

The committee reviewed and accepted the revised terms of reference for the regulatory affairs and public affairs advisory committees (RAAC and PAAC). These amendments, which were proposed and accepted by the respective advisory committees, standardize the main sections of the document (i.e., purpose, revision history), clarify committee operations and membership requirements, and change committee decision-making provisions (i.e., remove voting and where consensus is not possible, the committee to refer the matter to the board for resolution).

Furthermore, the PAAC has added wording to the objectives section of its terms of reference to address the request of the GHRC and executive committees (re: delegation of authority) that Management work with PAAC to develop criteria/protocol that would trigger a review of external communications by PAAC in certain situations (e.g., crisis management or emerging issues communications that could significantly impact industry reputation or stakeholder relations). The new wording is set out below for ease of reference, but should be viewed in conjunction with the objectives section of the PAAC terms of reference (attached):

- “Provide feedback and advice on the CNA’s government relations and communications plans and coalesce as required to address crisis communications matters or other extraordinary issues that could significantly impact industry reputation.”

The revised terms of reference (clean copy) are attached as **Appendix A**.

MOTIONS

That the board approve amendments to the terms of reference of the Public Affairs Advisory Committee and Regulatory Affairs Advisory Committee, effective June 8, 2021.

APPENDICES

- **Appendix A:** PAAC and RAAC Revised Terms of Reference (Clean copy)

