

***Approved by CCA Board of Directors, June 2023***

### ***National Advisory Councils***

1. There will be five National Advisory Councils that report directly to the Board:
  - i. Civil Infrastructure,
  - ii. General Contractor,
  - iii. Trade Contractor,
  - iv. Manufacturers, Suppliers and Services, and
  - v. Local Construction Associations.
2. Advisory Council members will be recommended by the Nominating Committee and appointed by the Board.
3. Advisory Council Chairs will be appointed annually from among the Board, once it has been elected. With the exception of the LCA Council, a COO may not be a Chair of any of the sector councils listed above.
4. Vice Chairs may be chosen by the Advisory Council members. For clarity, the Vice Chair does not automatically become the Council Chair, nor automatically become a member of the CCA Board. In case of a Chair's inability to perform his/her duties, the Board will appoint a new Chair from among Board members. However, the pool of Vice-Chairs are expected to be a valued source of future CCA leaders. On a one-off basis, the Vice-Chair may chair the meeting and sign off on the minutes of the meeting.
5. Advisory Councils will meet face to face twice per year in conjunction with AGM and the fall board meeting. Additional meetings may be held by teleconference or video conference as required.
6. Any Integrated Association or Affiliate Association that does not have a member or senior staff on the Board, Board committees or any of the other National Advisory Councils will be invited to send a representative to attend the fall meeting of the Local Construction Associations Council, at CCA's expense.

Any Member of the CCA, Staff of an Integrated Association or Affiliate Association or Corporate Member may attend any of the Council meetings as an observer, at their own expense. Any observers must register for the meeting on CCA's registration site.

### **National Advisory Councils - Sector Definitions**

These are designed to be guidelines as to the sector focus of the Council, not membership criteria.

#### ***Civil Infrastructure***

The sector that includes business entities (sole proprietorship, firm or corporation) that assume the risk and responsibility for all or part of a project, including the manufacture and transport of bulk materials (asphalt, concrete, gravel etc.). Firms in this sector design, build, repair and/or maintain core infrastructure generally defined to include: streets, highways, runways, other mass transportation, site development, bridges & structures, water and wastewater treatment and distribution systems, land drainage, water control structures and pipelines, etc, within the commercial, industrial, civil and institutional sector.

#### ***General Contractors***

The sector that includes general contractors, design-builders and construction managers or functionally equivalent companies that regularly assumes the overall risk and responsibility for the construction of an entire

project, under a prime contract with a property owner, tenant, or similar person, firm, government agency or other entity.

### ***Local Construction Associations***

The CCA integrated partner associations that include the local, regional and provincial construction associations who pay a fee on behalf of each member, to be a member of the CCA.

### ***Manufacturers, Services and Suppliers***

The sector that includes any company that manufactures and/or supplies products or equipment, or provides services, such as consulting, design, legal, technology etc., to the construction industry.

### ***Trade Contractors***

The sector that includes construction companies that regularly assume the risk and responsibility for the construction of part or all of a project, typically but not necessarily under a subcontract with a prime contractor or another Trade Contractor. All members should come from trades listed under the Canadian National Master Construction Specification.

Note: Members have approved the five councils and points under the “National Advisory Councils” heading, and the number of members for each council. Each council has provided input on the definitions and criteria. The definitions and criteria to be ratified by the Board.

## **National Advisory Councils Terms of Reference**

### **1.0 Purpose of the Council**

To provide input on issues of national importance, including CCA overall strategy, and make recommendations to the CCA Board on issues and opportunities in support of the strategic plan and mission of the CCA.

### **2.0 Responsibilities**

- Provide input and recommendations to the Board on matters of national interest, including but not limited to advocacy, member engagement, innovation and technology, education, CCDC, workforce and standard practices.
- Provide advice on, create and deliver best practices content in line with work plan
- At the President’s discretion may request input on operational matters.
- Be a leadership development pool.
- Participate in Hill Day and advocacy efforts as requested.

### **3.0 Accountability**

The Council is accountable to the Board of Directors

### **4.0 Committee Membership**

12-15 members nominated by the LCAs, (COOs) and appointed by the Board of Directors.

On an exception basis only, an additional committee member may be added.

To create more opportunities for members to participate and to broaden diversity (region, gender, etc), council membership will be drawn predominately from outside the Board of Directors

The Chair will be appointed annually from among the Board, once it has been elected.

## **5.0 Membership Criteria**

A member of the Council should:

- Understand the not for profit sector and member-based associations
- Have knowledge, skills and competency of good governance practices
- Have availability for expected time commitment
- Be a member of CCA, a senior staff of an Integrated Association or an Affiliated Association or a Corporate Member.
- Have relevant and current experience in the relevant sector

## **6.0 Terms**

Two year appointment. Maximum of 3 two year terms.

Note: initial appointments will be staggered of a mix of one and two year appointments to allow for continuity and fresh perspectives.

## **7.0 Voting**

Business arising at any meeting of this Council shall be decided by a majority of votes. The Committee Chair shall not have a vote except in the case of a tie.

No Council member shall be entitled to vote by proxy.

## **8.0 Quorum**

A quorum shall consist of more than 50% of the voting membership of the council. The Chair is included in the quorum calculation.

## **9.0 Resources**

Resources and support services will be provided through the office of the President, as approved by the Board of Directors.

## **10.0 Meeting Frequency**

The NACs shall meet at least three times per year; in person ahead of the Annual conference and as part of Hill Day, and once virtually. Other calls or virtual meetings may be held in between to advance working group initiatives.