

### **Terms of Reference for the Lead Independent Member**

- (1) The duties of the Lead Independent Member shall be:
  - (a) to call meetings of the Independent Members at least quarterly in each fiscal year; and
  - (b) to chair the meetings of the Independent Members and determine the agendas for and procedures of those meetings.
- (2) In addition, the Lead Independent Member may:
  - (a) in consultation with the Chair, review and make recommendations with respect to the agenda for full meetings of the Commission;
  - (b) in consultation with the chairs of each of the committees of the Commission, review and make recommendations with respect to the agenda for any of the meetings of the committees of the Commission;
  - (c) attend any committee meeting, but with no authority to vote on any matter before the committee except in his or her capacity as a member of the committee;
  - (d) at any time during a meeting of the Commission request an adjournment of the meeting so that the Independent Members can meet;
  - (e) advise the Chair of any issues regarding the governance system of the Commission; and
  - (f) assist in the communication amongst the Members.