

## **Alberta Alcohol and Drug Abuse Commission**

### **POLICY REVIEW COMMITTEE TERMS of REFERENCE**

The Policy Review Committee (PRC) is a Standing Committee of the Alberta Alcohol and Drug Abuse Commission Board.

#### **Purpose**

To develop and review evidence based Policies, Positions and Perspectives on alcohol, other drug and gambling topics for approval by the Commission Board.

**Policy** – a statement of guiding principles adopted by the Commission on an important addiction topic or issue that gives broad direction to the Commission in conducting its operations and in providing services. Principles may also be identified that are relevant to the actions of other stakeholders to achieve, in the Commission’s view, an effective societal response to the topic or issue under consideration.

Policies are formally adopted by the Commission Board and follow a review cycle of up to three years but may be reviewed and amended at any time, as directed by the Commission Board.

**Position** – a statement of key considerations adopted by the Commission. A position presents the Commission’s views on an important addiction topic or issue to broadly inform staff, stakeholders, the media, and the general public.

Positions are formally adopted by the Commission Board and follow a review cycle of up to two years but may be reviewed and amended at any time, as directed by the Commission Board.

**Perspective** – a statement of the Commission’s outlook on an emerging addiction topic or issue of concern to assist staff in providing timely response to questions from stakeholders, the media, and the general public.

Perspectives are endorsed by the Commission Board and are reviewed annually but may be reviewed and amended at any time, as directed by the Commission Board. They are not public documents and are intended for internal use only.

#### **Key Duties and Responsibilities**

1. To review critical issues or key areas of public policy, which affect the mandate of the Commission and recommend further action to the Board, including the development of a Policy, Position or Perspective. Critical issues or key areas may be identified by PRC, the Commission Board or referred by management through President and Chief Executive Officer (CEO) of AADAC.
2. To review Policies, Positions, and Perspectives regularly and recommend appropriate revisions to the Commission Board.
3. To participate, in consultation with the Commission Board Chair and the President and CEO, in community-based discussions regarding critical areas of public policy affecting the mandate of the Commission.

## **Membership**

The PRC is comprised of a minimum of three Commission Board members that are appointed by the Commission Board Chair. The Commission Board Chair will appoint one member of the PRC as Chair to oversee PRC business.

The Commission Board Chair shall not be eligible for membership on the PRC.

Non-voting members of the PRC include AADAC's Vice President of Community Services and Vice President of Provincial Services..

A minimum of two Board members or 50% of PRC membership comprise a quorum. A motion is passed by a majority vote of members in attendance. A tie vote shall be referred to the Commission Board for decision.

## **Term**

A minimum of one PRC member will complete their term on June 30 of each year. Term completion date is determined by seniority. If two members have the same start date then the term completion date is determined alphabetically by last name.

## **Accountability**

The PRC Chair is accountable to the Commission Board Chair.

Board Standing Committee Terms of Reference will be reviewed every two years by the Commission Board and will coincide with the appointment of the PRC Chair.

## **Meetings**

The PRC Chair will convene meetings as required.

Minutes of PRC meetings shall be maintained and made available to the Commission Board.

PRC business will be reported at regularly scheduled Commission Board meetings. Decisions regarding PRC recommendations to the Commissions Board will be recorded within the Commission Board meeting minutes.

## **Resources**

The PRC will execute its key roles and responsibilities through staff resources made available as required through the CEO.

Adopted: May 25, 1988  
Amended: March 11, 1994  
Amended: April 15, 1998  
Amended: December 7, 2001  
Amended: June 7, 2002  
Amended: February 25, 2005  
Amended: February 23, 2006  
Amended: November 22, 2006  
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