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| **Approved by Committee**: *[DATE]* | | **Review Date:** *[DATE]* | | |
| **Approved by Council**: *[DATE]* | | **Approved Budget**: *[AMOUNT] [DATE]* | | |
| **Mandate**  **[as approved by Council]:** | *Record verbatim any specific powers listed in the Act, Regulations or By-Law No.1, along with the committee’s or task force’s other Mandates. Mandate is defined by the Committees & Task Forces Policy as “the functional scope of the committee approved by Council”*  *[DATE APPROVED BY COUNCIL]* | | | |
| **Terms of**  **Reference**  **[Key duties]**: | *Record verbatim the key duties and responsibilities of the committee or task force that support the Mandate’s achievement.* | | | |
| **Equity and Diversity Awareness** | 1. *Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies? YES/NO* 2. *Is each task/activity being done in an equitable manner and engaging diverse groups?* 3. *Are there any barriers to information dissemination, human resources, physical space, and cultural differences?* | | | |
| **Tasks, Outcomes and Success Measures:** | **Task/Activities:** | | **Outcomes**  **Success measures** | **Due date:** |
| *Briefly describe specific tasks related to the committee/task force Terms of Reference to be undertaken during the year and the deliverables expected upon completion of the tasks. Answer questions 2 and 3.* | | *For each task, identify its outcomes and related success measures.* | I*nclude dates for deliverables*. |
| For example:  *Host Annual workshop of Chairs and Committee Advisors.*  ***Q2:*** *The multi-cultural calendar was considered when scheduling the workshop date.*  ***Q3:*** *Persons with disabilities and food allergies were appropriately accommodated.* | |  | November, 2009 |
|  | |  |  |
| **Inter-committee collaboration:** | *Indicate with which other PEO committees/task forces the committee/task force will consult and/or collaborate over the next year (e.g. joint meetings, chairs’ meetings, contacts between committee advisors, sharing minutes and draft proposals, consulting on proposals, etc.).* | | | |
| **Stakeholders:** | *Indicate which external government departments, associations, organizations or individuals the committee/task force should regularly engage in dialogue with, particularly in relation to its policy proposals.* | | | |