

# Policy and Legislative Consultation Group

## Terms of Reference

### Purpose

The Policy and Legislative Consultation Group is coordinated by senior Council staff and comprised of appointees including Council members (1 or 2), industry representatives (1) and external legal counsel (1) with relevant knowledge and expertise to provide input and advice on policy matters, including changes proposed to legislation, regulation, rules, bylaws or policy.

### Appointments, Chair, and Conduct of Meetings

The Chair and members of the Policy and Legislative Consultation Group may be appointed by the Council or by the Council Chair and the Vice-Chair for a term of up to two years.

The Chair of the Group or his/her designate, will chair meetings. Meetings are at the call of the Chair or by senior staff as may be required to provide input to urgent or high-priority policy and legislative issues in between Council meetings, and will be conducted in accordance with any applicable Council policies.

### Authorities, Duties and Responsibilities

The Policy and Legislative Consultation Group will:

1. Review and make recommendations with regard to draft rule, regulatory or legislative changes drafted by government.
  - Group members will participate in the review of draft content, making recommendations, based on their expertise, to ensure accuracy, completeness and relevance of all information.
2. As permitted, provide the Council with input and advice on issues relating to policy or legislation
  - Authority to act on behalf of Council as required for urgent policy and legislative issues arising in between Council meetings.
  - Perform such other duties assigned by the Council.

### Conduct of Member

The Code of Conduct – Ethics and Professional Responsibilities and/or such other applicable policies as may be developed by Council, apply to any members of the Group and members shall provide written acknowledgement that they have read, understand and agree to be bound by the Code of Conduct and such other applicable policies before assuming their duties as a member.

As at April 2018