

Education & Licensing Committee

Terms of Reference

Purpose

The primary function of the Education & Licensing Committee (the “Committee”) is to review and make recommendations to Council on education and licensing issues and matters.

Statutory Authority

The Committee is a Council Committee established pursuant to section 82(1) of the *Real Estate Services Act* and section 3-7 of the Council Bylaws.

Committee Composition and Meetings

i. Committee Composition

The Committee and its Chair and members are appointed by the Chair and Vice-Chair of Council. The Committee consists of a Chair and at least two other members of the Council and may include persons who are not members of the Council. The majority of Committee members must be Council members.

ii. Staff support

The Committee is supported by the Director, Education and Licensing. The Council’s Corporate Secretary is the secretary to the Committee and provides administrative support to the Committee, including minute taking.

iii. Member appointments and terms

Committee member appointments are reviewed annually by the Chair and Vice-Chair. Committee appointments are for a specified term, usually for two years. All appointments, including the Committee Chair’s, are renewable.

iv. Meetings

Committee meetings are at the call of the Committee Chair. The Committee usually meets at least 10 days before each meeting of the Council.

The Committee Chair sets the agenda for Committee meetings with input from other Committee members and the Executive Officer.

Quorum for any meeting of the Committee is a majority of the members of the Committee, who may be attend in person and/or by electronic means.

Roles and responsibilities

The Committee:

1. Considers and reports on education and licensing matters referred by staff;
2. Liaises, when required, with the Education Advisory Group (EAG) and considers recommendations from the EAG for onward recommendation to Council;
3. Researches and reports on any amendments to legislation affecting education and licensing;
and
4. Researches and reports on any miscellaneous education and/or licensing matters referred to it by the Council.

Accountability

The Committee reports its recommendations by distributing minutes of its meetings to Council and, where appropriate, providing an oral report at the next Council meeting.

At the request of the Council, the Committee may also prepare an annual work plan and/or an annual report to Council outlining the Committee's activities for the year.

Approved by: Council

Last updated: November 2018