

Policy and Legislative Consultation Committee

Terms of Reference

Purpose

The primary function of the Policy and Legislative Consultation Committee (the “Committee”) is to provide input and advice on policy matters, including changes proposed to legislation, regulation, rules, bylaws or policy.

Statutory Authority

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

Committee Composition and Meetings

i. Committee Composition

The Committee is composed of at least three Council members, and may have industry representatives and external legal counsel with relevant knowledge and expertise added to its number. A majority of the members of the Committee must be Council members.

The Chair and members of the Committee are appointed by the Council Chair and the Vice-Chair.

ii. Staff support

The Committee is supported by the Director, Legal Services.

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.

iv. Meetings

The Chair of the Committee or his/her designate, will chair meetings.

Meetings are at the call of the Chair as may be required to provide input to urgent or high-priority policy and legislative issues in between Council meetings.

The Committee Chair sets the agenda for Committee meetings with input from other Committee members and Council staff.

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

Roles and responsibilities

The Committee will:

1. Review and make recommendations to Council with regard to rule, regulatory or legislative changes;
2. Provide the Council with input and advice on issues relating to policy or legislation;
3. Review and make recommendations to Council on any matters or issues referred to the Committee by Council; and
4. Make specific legislative or policy decisions on behalf of Council when delegated that task.

Accountability

The Committee will, where appropriate, provide 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