

# LEGISLATION COMMITTEE (LEC)

## Terms of Reference

Issue Date: February 10, 2017

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<b>Legislated and other Mandate Approved by Council</b>	<p>Section 30(1) of By-Law No. 1 grants Council the power to appoint the Legislation Committee. By Resolution dated May 8<sup>th</sup>, 2009, Council appointed the Legislation Committee as a Board Committee, comprised entirely of sitting Councillors. Its mandate is to provide oversight and guidance to matters pertaining to PEO's Act, Regulation and By-Laws. This will include but not be limited to:</p> <ul style="list-style-type: none"><li>(i) acting as custodian for PEO Legislation, identifying PEO policies, rules and operational issues which touch on or affect PEO Legislation and providing guidance as to which of these should be put into legislation;</li><li>(ii) overseeing draft changes to PEO Legislation;</li><li>(iii) keeping Council apprised of relevant external Legislative initiatives and changes which may affect PEO Legislation;</li><li>(iv) in accordance with the Regulatory Policy Protocol approved by Council, reviewing all referred policy proposals that involve authority from the Act, Regulations or By-Laws, and providing regulatory impact analysis and recommendations to Council pursuant, and;</li><li>(v) reviewing Ontario legislation that conflicts with the authority or provisions of the <i>Professional Engineers Act</i> or its Regulations, and making recommendations for corrective actions pursuant.</li></ul>
<b>Key Duties and Responsibilities</b>	<p>In support of its mandate, the duties of the Legislation Committee will include but not be limited to identifying regulatory issues for address; monitoring and reviewing policy proposals and providing regulatory impact analysis, providing policy instruction to the Attorney General as per Council's approved intents, and reviewing draft legislation for alignment between policy intent and legislative provisions.</p>
<b>Constituency &amp; Qualifications of Committee/Task Force Members</b>	<p>In accordance with the Committees and Task Forces Policy Guideline, as a Board committee, members are appointed each year. The Committee will be composed of seven members. Council has appointed five members, all of whom are currently Councillors. There are also two Ex-Officio members, the President and the President-Elect, as required by Section 30(3) of By-Law No.1.</p>
<b>Qualifications and Election of the Chair</b>	<p>There are no specific qualifications required to be Chair of this Committee. The Chair is chosen by the members.</p>
<b>Qualifications and Election of the Vice-Chair(s)</b>	<p>There are no specific qualifications required to be Vice-Chair of this Committee. The Vice-Chair is chosen by the members.</p>

<b>Duties of Vice-Chair(s)</b>	The Vice-Chair will chair meetings where the Chair is unavailable.
<b>Term Limits for Committee Chair and Vice Chair</b>	The Chair and Vice Chair are elected annually for a one-year term, from Annual General Meeting to Annual General Meeting. The Chair and Vice Chair may be re-elected to their positions to serve a maximum of three (3) consecutive years. To ensure continuity, it is desirable that the Vice Chair moves to the Chair's position, once the Chair's term of service is expired. Once the Chair and/or Vice Chair have served for the maximum term for their respective positions, they are not eligible for reappointment to those positions. The Chair, once having served as Chair, may only serve as a general committee member thereafter to the maximum five (5) years of cumulative committee service.
<b>Term Limits for Committee Members</b>	Committee members are appointed for a one-year term, from Annual General Meeting to Annual General Meeting. Committee members may be re-appointed, but shall retire from the committee for at least six (6) years after five (5) years of cumulative committee service.
<b>Succession Planning</b>	<b>Note:</b> All committees must have a succession plan, approved by Council, to ensure the orderly transition of the position of chair and vice chair as well as provide for the renewal of the committee's membership and on-boarding of new committee members.
<b>Quorum</b>	A quorum will be three of the five non-ex officio members.
<b>Meeting Frequency &amp; Time Commitment</b>	The Committee will meet a minimum of 4 times per year. Meetings may be held by teleconference. Meetings are expected to last approximately three hours.
<b>Operational Year Time Frame</b>	The Committee's operational year will begin just after the Annual General Meeting, and end at the next Annual General Meeting.
<b>Committee Advisor</b>	Deputy Registrar, Tribunals and Regulatory Affairs.