

LEGISLATIVE AND POLICY ADVISORY COMMITTEE TERMS OF REFERENCE

1.0 Mandate:

To assist the Association in developing and maintaining a close liaison with all levels of government through the identification and evaluation of key legislative and regulatory issues affecting the responsibilities of Association members, and identification of tool and/or resource needs of members as a result of legislative changes.

2.0 Responsibilities:

The Committee:

- Identifies and makes recommendations to the Board of Directors regarding key federal and provincial legislative and regulatory issues that should be addressed by the Association;
- Evaluates federal and provincial legislative and regulatory issues identified as priorities by the Board of Directors;
- Provides input and feedback to AMCTO staff regarding proposed formal submissions to be made on priority legislative and regulatory issues;
- Where necessary and appropriate, participates with other municipal associations to help advance issues of common interest and;
- Identifies and co-designs tools and resources, as needed.

3.0 Commitment

The Committee meets at least every other month, and more frequently if required as determined by AMCTO staff in discussion with the Committee Chair based on emerging priorities.

As federal and provincial proposals and initiatives arise frequently, members are engaged for input and advice between meetings in order to respond to consultations, inquires or other business.

4.0 Recruitment and Composition

4.1 Recruitment

Recruitment for LPAC commences by April annually. The term of new members commences July 1st annually.

4.2 Composition

A maximum of 12 members are appointed by the Board of Directors for a 2-year term. Members are appointed on a staggered-term basis such that the term of no more than

one-half of the total Committee membership will expire in any given year. In accordance with AMCTO's Constitution and By-laws, a Presidential Alternate is appointed from the Board for a 1-year term, and will serve as the Chair of the Committee.

A Vice Chair is selected from among the appointed members of the Committee for a term of 1 year to act in place of the Chair as required. AMCTO's Manager – Policy & Government Relations serves as the primary staff liaison.

In appointing members to the Committee, the Board of Directors strives to maintain a Committee composition that is representative of the diversity of the municipal sector, voices, lived experiences and perspectives of individuals of all backgrounds including but not limited to:

- AMCTO zone representation and municipal size, type and area of the province.
- Position level (executive, management, professional),
- Career level (new professional, mid-career, seasoned veterans),
- Job function (administrator, clerk, treasurer, legal counsel, communications etc)
- Skills and lived experiences of members

5.0 Committee Operations

The Committee meets regularly to consider legislative and regulatory proposals, identify emerging issues, and provide input and advice to AMCTO staff.

5.1 Minutes:

Staff supporting the Committee take minutes of all meetings. Committee meeting minutes are finalized and forwarded to the Executive Director for approval by the Board of Directors at the following Board meeting.

5.2 Guests:

The Chair may invite guests to attend as a resource, to deliver presentations or to engage in discussions with Committee members. Guests may include federal or provincial elected officials or ministry officials, academics or others as appropriate.

5.3 Quorum:

Quorum is not required for the purposes of meetings. However, for practical purposes, meetings will not be held if fewer than 6 members (not including the Chair) have confirmed their attendance.

5.4 Decision-Making:

The Committee strives for consensus. On matters that require Committee approval, a vote will be called by the Chair. A simple majority will be used to approve matters.

5.5 Meeting Location

Meetings may take place in-person or virtually to be determined ahead of meetings.

6.0 Accountability:

The Committee is accountable to the Board of Directors through the Manager – Policy & Government Relations and the Executive Director.

The Committee informs the Policy and Government relations workplan. should provide the Board of Directors with an annual work plan and budget estimates for work on key legislative and regulatory priority issues identified by the Board of Directors.

6.1 Working Groups

For policy projects or initiatives that require additional research, information gathering, and/or deliberations, a working group may be established. Such working groups report into the Committee with information, products, and opinions on policy positions AMCTO should take to inform the Committee's recommendation to the Board of Directors.

Such Working Groups could be composed of AMCTO members, staff, representatives from other Municipal Associations, and ministry staff or any such combination.

A member of the LPAC, with related experience and skills in the topic being addressed by a working group, will be appointed as Chair of a working group by LPAC utilizing established operating procedures.

The LPAC members may be asked from time-to-time to sign non-disclosure agreements to participate in working groups.

6.2 Volunteer Standards of Conduct Policy

Committee members must adhere to the Volunteer Standards of Conduct Policy. This Policy applies to all Association members serving as members of the Association's Board of Directors, Committees, Zone Executives or any other Project Team, Working Group, Task Force or similar group of volunteers established by the Association. In keeping with the requirements of the Policy, members must sign and return the included Confirmation of Understanding to the Executive Director soon after appointment.