

## LEGISLATION AND POLICY ADVISORY COMMITTEE TERMS OF REFERENCE

### **Membership:**

- Maximum of 12 members appointed by the Board of Directors for a 2-year term with at least three members being appointed from each of the following key service areas:
  - Finance, Clerks, General Administration (Council/CAO)
- Members to be 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;
- Presidential Alternate appointed from the Board for a 1-year term;
- Presidential Alternate to serve as Chair of the Committee;
- AMCTO's Director – Member & Sector Relations (supported by the Legislative Coordinator) to serve as the primary Staff liaison.

In appointing members to the Committee, the Board of Directors will strive to maintain a Committee composition that is representative of the diversity of the municipal sector and the Association membership.

### **Meeting Frequency:**

Committee to meet on an as-needed basis to be determined by the Director – Member & Sector Relations in discussion with the Committee Chair.

### **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.

### **Duties/Responsibilities**

- Identify and make recommendations to the Board of Directors regarding key federal and provincial legislative and regulatory issues that should be addressed by the Association;
- Evaluate federal and provincial legislative and regulatory issues identified as priorities by the Board of Directors;
- Provide input and feedback to the Director – Member & Sector Relations regarding proposed formal submissions to be made on priority legislative and regulatory issues.

### **Accountability:**

Accountable to the Board of Directors through the Director – Member & Sector Relations and the Executive Director.

Committee to 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.