

NATIONAL ORIENTATION MANUAL * POLICIES AND PROCEDURES

COMMITTEE TERMS OF REFERENCE

Name: **Government Relations Committee**

Type of Committee: Standing Committee

Purpose/Mandate:

The Committee shall work towards CCI being recognized by federal, provincial and municipal governments as the voice of condominium. Current responsibilities and mandate to include:

- (a) To develop initiatives to build CCI's brand to all levels of government
 - Build brand through press releases to all levels of gov't on strategic issues
 - Maintain and keep current a database of provincial/federal gov't contacts
 - Identify other related organizations as resources on gov't issues (ie CMHC)
 - Engage in regular meetings with provincial gov't representatives and provide forum for them to continue discussions amongst themselves
 - Identify issues of common concern for agendas for these meetings, currently held twice a year
 - To keep updated the CCI Condominium Legislation Primer as a resource for chapters and all levels of gov't
 - i) To revise/finalize the two 2015 publications – "Legislative Summary of Reserve Funds on a Provincial Basis" and "Canadian Condo Legislation: Coast to Coast Comparison"

- (b) To encourage chapters to develop Gov't Relations Committees or Municipal Affairs Task Forces
 - To assist and/or facilitate the development of guidelines and procedures for intra-provincial chapter groups
 - Assist chapters to identify procedures for providing input on legislative reform within their province
 - To assist chapters to identify CCI as a stakeholder to municipal gov't and to facilitate sharing of position papers prepared by other chapters for their local gov't offices
 - To survey chapters as to what tools/resources would be of value to assist them in development of local gov't resources (ie such things as templates on how to communicate with gov't; municipal checklist [who responsible for what])
 - i) To develop a matrix identifying what levels of government in each jurisdiction are responsible for issues affecting condominium corporations
 - ii) To develop a step by step process, with sample templates, on how to approach the local gov't
 - Identify and recommend topics that may be of interest to chapters to the National Chapter Relations Committee for possible presentation at Leaders' Forums

Accountability:

- Committee is responsible to the Executive Board

Membership Composition/Requirements:

- (c) Committee Chair – nominated and elected by the Executive Board
 - One-year term, renewable, and shall stand until their successor is duly appointed
 - Attend annual Committee Chair orientation teleconference call meeting
 - Attend regular committee chair meetings
 - To assist the Executive Board in recruiting additional committee members as required
 - To appoint and oversee any Subcommittee Chairs as required by the committee work
 - Provide regular committee reports for the Spring and Fall National Council meetings
 - Serves as a resource to the Executive Board and keeps the Executive duly informed of any strategic issues of a national nature
- (d) Committee shall consist of a core committee, representing the diversity of CCI, both geographically and membership type
- (e) All Chapter Gov't Relations Chairs shall automatically be auditing members of the committee and as such, shall be invited to attend and participate in regular committee meetings
- (f) The Executive Board shall appoint a member of the Executive to be a liaison on the committee who shall be a resource on clarification of the national strategic direction

Meetings

- (g) The committee shall meet 5-6 times annually, in person or teleconference
- (h) Keep minutes of committee meetings, to be posted on the virtual boardroom as a resource for all Council/Executive/Chapter directors

Staff

- (i) Provides support to the committee through full professional and administrative services and as such shall attend all committee meetings and shall be responsible for taking meeting minutes

(November 2015)