

## 2011 – 2012 Legislation Committee - Terms of Reference

**Committee Name:** Legislation Committee

**Type:** Regulatory Ad Hoc Committee

**Composition:** The Legislation Committee composition is as follows:

- (a) a Chair who shall be appointed by Council;
- (b) and such other Registered Architects or Licensed Interior Designers as the Chair of the Legislations Committee considers necessary; and the
- (c) Executive Director.
- (d) The committee should have at least five (5) members with at least one (1) LID

**Term of Office:** Committee members serve on the Committee until 2014 or until the new Act and Regulations are released.

**Chairperson:**  
**DOUG RAMSEY**

**Committee Members:**

**Responsible To:** Council

**AAA Administration Support:** Executive Director & Legal Counsel

### Specific Areas of Responsibility:

**Mandate:** The Legislation Committee is responsible for the ongoing review of The Architects Act, General Regulation.

### **Deliverables:**

- Reviews The Architects Act and Regulations and recommends revisions to Council;
- Oversee and strike task forces on specific issues as needed;
- It is expected that each member of the Committee would lead/chair a task force
- Review reports received from task forces and make recommendations to the Act and Regulations
- Review revisions of The Architects Act with Government representatives as required;
- Ensure member communication and outreach with stakeholders on all proposed changes for input;
- Keeping up to date and fully informed on the Association's strategic plan and challenges facing the profession and issues that will be required by the Government such as mandatory professional liability and practice review;
- Prepares the documents of the recommended revisions of the Act and General Regulations for the presentation for approval by the members at the Annual General Meeting or Special Members meeting;
- Responsible for the recording of meeting minutes for all Committee meetings;
- The Legislation Committee shall carry out such other functions as may be delegated to it from time to time by Council.

**Proposed Approval/Review date:** The Legislation Committee shall, at least once a year, review its own performance and its terms of reference and shall report its conclusions and recommend any changes if considers necessary to Council.

**Meetings, Timeframes and Deadlines:** Meetings can be via teleconference, video conference or in person. It is anticipated that this committee would meet monthly for approximately two hours. Members will receive 5 self-directed learning hours for every serving year.

Approved by Council June 2011