



POLICY & PROCEDURE

Administrative
Number: 8.36

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Issued: February 20, 2007
Updated:
Replaced:

TOPIC: LEGISLATIVE COMMITTEE

TERMS OF REFERENCE

Committee Mandate:

The Legislative Committee is an ad hoc committee for the purpose of investigating, informing and making recommendations to the Council on matters pertaining to the legislation of physiotherapy practice.

Committee Composition:

- The Committee will consist of no fewer than 2 College members plus a chairperson.
- One Council member will act as chairperson as selected by Council.
- The College Registrar/Executive Director will act as an ex-officio member.
- A secretary will be appointed by mutual consent of the members.

Term of Office:

- Appointments are made for a two year term of office.
- Committee members can be re-appointed for an additional two (2) year term.

Meetings:

- Are called by the Chairperson
- Minutes of each meeting will be circulated to each committee member and the Registrar/Executive Director within two (2) weeks of the committee meeting
- A notice of the next meeting and agenda will be circulated to all committee members at least one week prior to the meeting.
- Minutes, agenda and notices of meeting can be prepared and sent from the CPM office.

Reporting and Authority:

- All matters discussed at committee meetings are considered confidential. The Council is responsible for the release of any information.
- Committee members will be required to sign a confidentiality agreement.
- Committee recommendations will be taken to the Council for acceptance, amendment or re-direction to the committee.
- The Chairperson shall report to the Council at scheduled monthly Council meetings to provide an update on committee activities.
- Council will periodically delegate tasks to the committee that are consistent with the committee's mandate. These tasks may arise from the annual strategic plan or from issues that arise periodically.

LEGISLATIVE REFERENCE:

By-laws: Article VIII