

ADVISORY COMMITTEE

TERMS OF REFERENCE

AUTHORITY

The CMRAO Advisory Committee ("the Committee") is established pursuant to Section 7.2 (4) of the CMRAO's administrative agreement that requires the Board of Directors to establish an advisory process for direct input to the Board on issues of importance to consumers within one year of the date of designation.

The Committee is not a committee of the CMRAO Board. Members will be appointed by the Board based on established criteria and will serve on a voluntary basis.

PURPOSE

The purpose of the Committee is to provide input, advice, feedback and recommendations on issues of importance to consumers pertaining to the CMRAO's mandate and activities.

OBJECTIVES

- Advise CMRAO on emerging issues in the condominium management sector and other topics that may influence the consumer experience with condo management services;
- Provide feedback and recommendations on condo management regulatory issues including the development and implementation of policies, programs and related documents for effectiveness and efficiency of CMRAO operations;
- Provide advice and feedback on issues of importance to licensees;
- Provide informed feedback and recommendations for proposed changes to legislation and/or regulation; and
- Participate in consultations on other topics upon request.

MEMBERSHIP

Members of the Committee will be selected province-wide from among the members of the condominium communities, including but not limited to condo owners, residents, directors, managers, representatives of condo management provider firms, condo lawyers, accountants and other professionals that offer services to condo corporations.

The Committee will have 20 members of which 10 will represent CMRAO licensees and 10 will represent other stakeholders in the condominium community. No more than one (1) member may represent a single corporation or entity.

The CMRAO Board will appoint the Chair of the Committee.



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TERMS OF SERVICE

The initial Committee members were appointed in 2019 for a two (2) year term and were reappointed annually.

Starting in 2023, 20% of the membership will be changed each year to refresh the Committee membership on an ongoing basis. During a transitional period to implement staggered terms, the current Committee members may be reappointed annually. This process will respect the current composition of the Committee membership, representing different segments of the condominium community. Every effort will be made to consider diversity when recruiting new members.

New Committee members appointed in 2023 and after shall be appointed for an initial two (2) year term and may be reappointed annually at the discretion of the Board to serve for a maximum of five (5) years.

The term of appointment/reappointment of the Committee Chair shall be at the discretion of the CMRAO Board.

MEETINGS

The Committee shall meet at the request of the CMRAO Registrar or the CMRAO Board for feedback. Members can expect to meet a minimum of once per year. The Committee or its various working groups of smaller numbers may meet at other times of the year at the call of the Committee's Chair.

Meetings will typically be held virtually, but in-person meetings on select topics will be held at the CMRAO office in Toronto. Depending on the content, teleconferencing may be arranged for members unable to attend in person.

A quorum is not required to proceed with meetings.

Committee recommendations will be arrived at by consensus where possible.

Meeting agendas and supporting material will be sent to Members at least three days in advance of the meeting date. Draft minutes will be distributed approximately two (2) weeks after meetings.

The Committee may be asked for input through surveys or electronic meetings.

REMUNERATION

Committee membership positions are voluntary and unpaid; however, travel expenses will be paid to members traveling from outside the GTA for in-person meetings.

EVALUATION

The CMRAO may evaluate the Committee biennially to determine the Committee's functionality and ability to meet its objectives.

CONFIDENTIALITY

Each Committee Member must maintain confidentiality of all information received while serving as a Member.

REPORTING

A report on the activities of the Committee will be included in the CMRAO's Annual Report.

AMENDMENT, MODIFICATION OF TERMS

The Terms of Reference may be amended to respond to changing requirements (e.g. legislative changes), direction from the board and as recommended by the Committee.