



TERMS OF REFERENCE

Committee Name

Real Estate Committee

Type of Committee

The Real Estate Committee is a CCLA standing committee with an indefinite term.

Mandate

The Real Estate Committee educates the real estate bar on practice matters in the field of real estate, The Committee also assists the Board to ensure that the interests of its solicitor members in the practice of real estate law are advanced.

Functions/Responsibilities

The responsibilities of the Committee are to:

- Identify issues of significance to real estate lawyers on which the CCLA might take action or
- develop a position and advise the Board accordingly.
- Discuss electronic registration issues, Teranet issues, municipal by-law changes and practice and
- procedure issues.
- Ensure that useful information is communicated to real estate lawyers through the CCLA
- Maintain and update the *Ottawa Standardized Real Estate Forms* which are posted on the CCLA
- website
- Maintain and update the *Ottawa E-Reg Practice Tips and Title Search Practice Tips* which are posted on the CCLA website
- Provide yearly reports to the Board unless otherwise requested.
- Take an active role in recruiting new members to the Committee.

Accountability & Reporting

The Real Estate Committee is accountable to the Board. The reporting obligations of the Committee may, at the Board's discretion, be delegated from time to time to the Executive Director, the President, the Executive Committee, another Committee of the Board, or one or more of the foregoing.

Membership

The Committee Chair and/or Co-Chair are appointed by the CCLA President with the assistance of the existing Committee Chair/Co-Chair.

The Committee shall contain ten to fifteen voting members, appointed by the CCLA President.

All Committee Members must be members in good standing of the CCLA.

Notwithstanding the foregoing, a non-CCLA member may be a member of the Committee.

The CCLA Executive Director is an *ex officio* member of the Committee.

The President shall have the right to appoint a member of the Board or of the Executive committee to sit on the Committee, either as a member or *ex officio* member.

The Chair of the Committee shall be primarily responsible for the function of the Committee and its accountability.

Term and Renewal

The Committee Chair and/or Co-Chair shall have an initial term of three years, commencing on February 1st, which shall thereafter be renewable on an annual basis as provided under the CCLA's Committee and Communication Policy.

All other committee members shall have a term of one year, commencing on February 1st each calendar year, renewable as provided under the CCLA's Committee and Communication Policy.

Vacancies

The Committee must, in any recommendation to fill a vacancy, honour as closely as possible the membership criteria as set out in the CCLA Committee and Communications Policy, including, in particular, the commitment of the CCLA to diversity in committee memberships, as set out in subparagraph (iv) of the Vacancies section of the Policy.

Decision Making Protocol

The Real Estate Committee shall make every reasonable effort to make decisions by consensus and, in all other respects, in accordance with the CCLA Committee and Communication Policy.

Conduct & Communications

Each Committee member, upon becoming a member of the Committee, agrees to be bound by any Board-approved policy, including but not limited to the Committee and Communication Policy and the CCLA Committee Members' Code of Conduct posted on the CCLA website.

Meetings

The Committee shall meet as frequently as is necessary to accomplish the functions/responsibilities assigned to it. The CCLA shall pay for reasonable expenses incurred for meetings of the Committee up to a maximum of ten meetings per year.

The Committee may invite guests to a meeting or a series of meetings, provided the attendance of any such guest at the meeting(s) is communicated to and approved by the Executive Director.

The President may attend, or may appoint a delegate from the Board, to attend any one or more meetings of the Committee.

Budget and Spending

All spending of any committee will be controlled by and will require approval of CCLA staff, who shall be guided by the annual CCLA budget approved by the Board for each fiscal year.

Approved by the CCLA Board March 23, 2017.