



**THE PROPERTY REGISTRY  
Stakeholder Advisory Council**

**Terms of Reference**

**July 7, 2015**

## **BACKGROUND AND PURPOSE**

The Property Registry (TPR) is committed to consulting with its various stakeholder groups to gather input on ways TPR can continuously improve and expand its services in current and new markets.

TPR has diverse and growing stakeholder groups, including:

- Lawyers
- Surveyors
- Realtors
- Financial Institutions
- Utility Companies
- Municipalities
- The Law Society of Manitoba
- The Association of Manitoba Land Surveyors
- The Government of Manitoba
- The Office of the Registrar-General

Each of these different stakeholder groups have diverse competencies, knowledge and expertise which TPR wishes to leverage to ensure that the organization continues to provide services in line with our core mandate as a service provider for The Province of Manitoba, as well as to continuously improve and expand our business.

The purpose of the Stakeholder Advisory Council is to provide our stakeholders with a forum to provide input on ways TPR can continuously improve its services, and address major challenges, opportunities and decisions. It provides an opportunity for the participants to advance the needs of their professions and the public they serve and influence the policy, legislative and future direction of TPR.

The Council will provide guidance and make recommendations. The Council is intended to be strictly an advisory council and its decisions are not binding.

The Council consists of 8-15 members, composed of a broad cross section of our client stakeholder groups in Manitoba.

### **A. OBJECTIVES AND PRINCIPLE DUTIES**

The purpose of this Council is to ensure consultation and input from TPR stakeholders. The Council members will have an opportunity to bring forward to TPR feedback and recommendations on the following items:

- Policy development or changes on matters of significance to the operation and purpose of TPR services
- Significant Act and Regulation amendments (e.g. *The Real Property Act*, *The Registry Act*, *The Condominium Act*, *The Surveys Act*)

- Product enhancements and new services

The expected Council outcomes are:

- Improvements to TPR processes, policies, legislation and system functionality prioritized in consultation with our clients
- Alignment of TPR's policy and processes with business needs
- An improved understanding how changes to TPR's products or the introduction of new services impact its clients
- Insight on issues and trends relating to TPR's products and services
- Improved collaboration between stakeholder groups and TPR
- Increased opportunities for knowledge gathering and communication between advisory group participants.

## **B. PARTICIPATION GUIDELINES FOR COUNCIL MEMBERS**

Each participant agrees to:

- Attend Council meetings and provide advance notice when unable to attend;
- Work cooperatively and constructively with all other participants;
- Participate actively in the Council;
- Review agenda and supporting materials prior to meetings;
- Commit to prepare for and attend meetings, which shall held quarterly;
- Bring forward to the Council issues of interest and concern from the stakeholders they represent

## **D. RESPONSIBILITIES OF CHAIRPERSON**

The Chair will be TPR's Executive Sponsor in charge of stakeholder engagement. TPR will also provide administrative support.

The Chair person has the following responsibilities:

- Chair meetings of the Council;
- Provide one resource at the meetings to record meeting minutes;
- Set the agenda;
- Coordinate the activities of the Council;
- Ensure the Council has the required number of participants and that participants are fulfilling their responsibilities.

## **E. MEETINGS**

Meetings of the Council will be held quarterly at the call of the Chair. Ad hoc meetings will be convened as needed. Reasonable notice shall be given by email communication to each member of the council. Efforts will be made to have the agenda and associated material sent to each member of the council one month prior to the scheduled meeting. The goal is to keep the meetings to a 2 hour duration.

To facilitate participation by members located outside the City of Winnipeg, meetings will be held using video or telephone conferencing. Where the Chair determines it is preferable to have an in-person meeting with all members, a per diem travel expense will be covered by TPR.

## **F. TERM OF POSITION**

Members will serve two year terms with the option to request additional one-year term renewals.

## **G. COUNCIL MEMBERSHIP**

TPR will ensure we have the broadest possible perspective and that its client base is fairly represented on its advisory council, having given consideration to factors such as geographical representation, experience in the industry, and firm size. Members are selected from as many of the following stakeholder groups as possible.

Sub-councils may be established at the discretion of TPR to explore issues of relevance to a particular stakeholder group.

## **H. RENEWAL OF TERMS OF REFERENCE**

The Stakeholder Advisory Council shall recommend revisions as appropriate.