

# Governance Committee Terms of Reference

## **Mandate:**

The Governance Committee will examine issues related to, but not limited to:

- committee structures and procedures
- policies and procedures governing Council Members (code of conduct, expenses, etc.)
- policies and procedures governing elections (election reform, election financing, etc.)
- policies and procedures regarding transparency and accountability to the public (citizen appointments)
- the role and recruitment of the Integrity Commissioner

## **Procedures and Frequency of Meetings:**

The Governance Committee will be an Advisory Committee of Council, and will:

- be subject to Council Procedure By-law, for its procedures
- be scheduled bi-monthly through the year with the exception of July and August, or as determined by the Committee at the call of the Chair
- include a Public Question Period at every meeting, during which persons invited to address the Governance Committee shall be restricted to questions pertaining to subjects that appear on the agenda for that specific meeting
- have City staff from key divisions provide support to the Governance Committee including, but not limited to:
  - Legislative Services
  - Legal Services
  - Communications
- have Legislative Services staff attend all meetings of the Governance Committee to:
  - record and report its recommendations to General Committee
  - provide administrative support with the proceedings
  - complete the minutes of the meeting which will be presented for adoption at the next meeting of the Governance Committee

**Term of Office:**

The term of office of the Governance Committee shall run concurrent with the current term of Council, or until successors are appointed, and:

- at the first meeting of the Committee, the members of the Governance Committee will appoint from among their number, a Chair and Vice-Chair
- at the end of the term of Council, the work of the Governance Committee will be reviewed to determine if the Committee should remain for the next term of Council, or be dissolved

**Membership:**

The membership of the Governance Committee will be comprised of five (5) Councillors and two (2) Citizen Members appointed by a resolution of Council. The Mayor shall be an ex-officio member of the Committee. All members of Council may attend and participate in discussions at Governance Committee, however, only the five members of Council and two Citizen Members appointed to the Committee and the Mayor as ex-officio are permitted to vote on matters.

The criteria for appointment of citizen members are as follows:

- a) Experience participating on Boards or Committees
- b) Demonstrated expertise in governance
- c) Municipal expertise
- d) Expertise in municipal or ethical issues
- e) Not a Council appointed representative on a local board or committee of Council

**Role of Chair**

The role of the Chair is to:

- preside at the meetings using City of Mississauga's Procedure By-law, and keep discussion on topic and focussed on the mandate of the Governance Committee
- review agenda items with the Committee Coordinator, Legislative Services to ensure they are appropriate for the mandate of the Governance Committee
- call additional meetings when necessary
- cancel meetings, due to lack of substantive agenda items, when necessary

**Quorum:**

- quorum of the Governance Committee shall be reached with the presence of a majority of the appointed members (4 members), at a time no later than thirty (30) minutes past the time for which the beginning of the meeting was scheduled and so noted on the agenda or notice of the meeting
- the issuance of an agenda for the Governance Committee meeting will be considered as notice of that meeting

**Subcommittees:**

The Governance Committee may establish a subcommittee:

- per the Procedure By-law rules
- formed to deal with specific issues, and will make recommendations to the Governance Committee
- once the specific issue is dealt with the subcommittee shall be dissolved