

TO:	CHAIR AND MEMBERS STRATEGIC PRIORITIES AND POLICY COMMITTEE MEETING ON JANUARY 26, 2015
FROM:	CATHARINE SAUNDERS CITY CLERK
SUBJECT:	ESTABLISHMENT OF GOVERNANCE WORKING GROUP

RECOMMENDATION

That, on the recommendation of the City Clerk, the following actions be taken with respect to the establishment of a Governance Working Group:

- a) the following Council Members BE APPOINTED to serve on a Governance Working Group:

Mayor Brown	Councillor van Holst
Councillor Armstrong	Councillor Salih
Councillor Helmer	Councillor Cassidy
Councillor Squire	Councillor Morgan
Councillor Ridley	Councillor Usher
- b) the attached (Appendix "A") proposed Terms of Reference for a Governance Working Group BE APPROVED; and
- c) the City Clerk BE DIRECTED to call the first meeting of the Governance Working Group so that it may begin its work to fulfill its mandate by September 2015.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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None.

BACKGROUND

Municipal Council, at its meeting held on December 9, 2014 resolved:

- “...b) a Governance Working Group (GWG) BE ESTABLISHED to undertake a review of Council Policy 5(1) “Appointments of Deputy Mayors” prior to September 1, 2015 to determine what changes, if any, should be made to the Policy in order to create opportunities for all Council Members to assume a leadership role during a Council term; and
- c) the City Clerk BE DIRECTED to canvass the Members of Council to determine their interest in serving on the GWG and report back with those names, as well as with proposed terms of reference for the GWG which would include responsibility for:
 - i) reviewing the appointment process of the Chairs and Vice-Chairs of Standing Committees in order to potentially provide for a multi-year appointment process that would see the Vice-Chair of a Standing Committee being automatically appointed as Chair of that Standing Committee at the beginning of the Council year following their term as Vice Chair; and
 - ii) reviewing the recruitment process for advisory committees, board and commissions, as well as the Striking Committee structure and its terms of reference...”

Members of the Municipal Council were canvassed to determine who was interested in serving on a Governance Working Group and Terms of Reference were drafted in accordance with Council direction, which is reflected in the above-noted recommendation.

RECOMMENDED BY:
CATHARINE SAUNDERS CITY CLERK

APPENDIX "A"

TERMS OF REFERENCE

GOVERNANCE WORKING GROUP

COMPOSITION:

Comprised of Members of Council showing an interest in being appointed.

TERM OF OFFICE:

The Governance Working Group shall be disbanded upon submission of its Final Report to the Strategic Priorities and Policy Committee, which shall be completed by September 1, 2015, in order to for the Municipal Council to implement any changes it deems appropriate for the upcoming Council year.

MEETINGS:

The first meeting shall be called by the City Clerk. Subsequent meetings shall be at the call of the Chair, in consultation with the Working Group Secretary.

CHAIR AND VICE CHAIR:

The Chair and Vice Chair shall be appointed by the Governance Working Group from amongst its members.

DUTIES:

The Governance Working Group reports to the Municipal Council, through the Strategic Priorities and Policy Committee.

The Working Group shall be responsible for the following:

- a) reviewing Council Policy 5(1) "Appointment of Deputy Mayors" and making recommendations with respect to what changes, if any, should be made to the Policy in order to create opportunities for all Council Members to assume a leadership role during a Council term;
- b) reviewing and making recommendations with respect to the appointment process for Chairs and Vice Chairs of Standing Committees, in order to potentially provide for a multi-year appointment process that would see the Vice-Chair of a Standing Committee being automatically appointed as Chair of that Standing Committee at the beginning of the Council year following their term as Vice Chair; and
- c) reviewing and making recommendations with respect to the recruitment process for advisory committees, boards and commissions, including the Striking Committee structure and terms of reference.

CONTACT:

CHAIR:

Name: tbd
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WORKING GROUP SECRETARY:

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