



**Governance Review  
Ad Hoc Committee  
Meeting Agenda**

**Friday, February 10, 2017  
3 p.m.**

**Leksand Room  
Aurora Town Hall**

Public Release  
February 6, 2017



**Town of Aurora**  
**Governance Review Ad Hoc Committee**  
**Meeting Agenda**

**Date:** Friday, February 10, 2017

**Time and Location:** 3 p.m., Leksand Room, Aurora Town Hall

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**Appointment of Chair and Vice-Chair**

**Recommended:**

That a Chair and a Vice-Chair be appointed for the Governance Review Ad Hoc Committee.

**1. Approval of the Agenda**

**Recommended:**

That the agenda as circulated by Legislative Services be approved.

**2. Declarations of Pecuniary Interest and General Nature Thereof**

**3. Receipt of the Minutes**

**4. Delegations**

- (a) **Samantha Yew, Deputy Clerk**  
**Re: Item 1 – Governance Review Ad Hoc Committee Terms of Reference**

## **5. Matters for Consideration**

## **6. Informational Items**

### **1. Governance Review Ad Hoc Committee Terms of Reference**

#### **Recommended:**

1. That the Governance Review Ad Hoc Committee Terms of Reference be received for information.

### **2. Extract from Council Meeting of December 13, 2016**

#### **Re: Item 1(3) – CS16-014 – Governance Review Ad Hoc Committee Terms of Reference**

#### **Recommended:**

1. That the Extract from Council Meeting of December 13, 2016, regarding Item 1(3) – CS16-014 – Governance Review Ad Hoc Committee Terms of Reference be received for information.

## **7. New Business**

## **8. Adjournment**



## **Governance Review Ad Hoc Committee Terms of Reference**

### **1. Purpose**

The purpose of the Committee shall be to review and provide advice on governance issues related to the Town, including Council composition, structure, and compensation, and election provisions.

### **2. Membership**

The Committee shall be comprised of three (3) or five (5) citizen Members.

In making its citizen appointments, Council will give preference to applicants who have experience participating on Council, Boards or Committees, demonstrated expertise in governance, municipal expertise, financial expertise, and/or legal expertise in municipal or ethical issues.

### **3. Term**

The term of the Committee terminate upon the acceptance of the Committee's final report to Council.

### **4. Remuneration**

None.

### **5. Duties and Functions**

The Committee shall review and make recommendations to Council at General Committee in the following areas:

- Policies and procedures governing elections;
- Composition and structure of Council; and
- Remuneration and benefits for Council Members.

**6. Chair**

At the first meeting of the Committee, the members will appoint from among their number, a Chair and Vice-Chair.

The Chair will preside at the meetings using the Town of Aurora's Procedure By-law and keep discussion on topic and focussed on the mandate of the Committee.

**7. Meeting times and Locations**

The Governance Review Ad Hoc Committee shall meet on an as required basis, with the specific dates and times for meetings determined by the Committee. Additional meetings may be called by the Chair. The Chair may cancel any meeting.

**8. Staff Support**

The Legislative Services division provides administrative support services to the Committee, including:

- Record and report its recommendations to General Committee; and
- Complete the minutes of the meeting which will be presented for adoption at the next meeting of the Governance Review Ad Hoc Committee.

Other Staff representatives will attend Committee meetings when required.



**Extract from  
Council Meeting of  
Tuesday, December 13, 2016**

**7. Adoption of Items Not Requiring Separate Discussion**

Items 1 (with the exception of sub-items 2, 6, and 20), 2, 5, 6, and 7 were identified as items not requiring separate discussion.

**Moved by Councillor Pirri**

**Seconded by Councillor Humfryes**

That the following recommendations with respect to the matters listed as “Items Not Requiring Separate Discussion” be adopted as submitted to Council and staff be authorized to take all necessary action required to give effect to same:

**1. General Committee Meeting Report of December 6, 2016**

That the General Committee meeting report of December 6, 2016, be received and the following recommendations carried by the Committee be approved:

**(3) CS16-014 – Governance Review Ad Hoc Committee Terms of Reference**

1. That Report No. CS16-014 be received; and
2. That the Terms of Reference for the Governance Review Ad Hoc Committee, Attachment 2 to this report, be approved; and
3. That staff be directed to commence recruitment.

**Carried**