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Town of Aurora

Governance Review Ad Hoc Committee

Terms of Reference

Purpose

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

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.

Term

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

Remuneration

None.

Duties and Functions

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

- Policies and procedures governing elections; and
- Composition and structure of Council.

Reporting

The Town Clerk will provide the recommendations of the committee to Council through a report to General Committee.

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

Meeting Time and Location

The Governance Review Ad Hoc Committee shall meet on an as-required basis at Town Hall, 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.

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.