

## Terms of Reference for Governance Subcommittee - Elections

### Subcommittees

That, as per the Procedure By-law 139-2013, a Committee of Council may establish a subcommittee which shall consist of members of the parent Committee, as may be determined by such parent Committee and any other member approved by Council.

- Subcommittees will be formed to deal with specific issues, and will make recommendations to the parent Committee. Once the specific issue is dealt with the subcommittee shall cease.
- All appointed members of the subcommittee have the right to vote.
- The Chair of the subcommittee will be appointed at the first meeting of the subcommittee.

### Mandate/Work Plan

The mandate of the Governance subcommittee (Elections) is to review and provide input into the following matters in preparation for the 2022 municipal elections:

- Ward boundary review
  - to allow for implementation for the 2022 election, by-law is to be approved by Council and any appeals dealt with prior to December 31, 2021
  - Planning and Building staff to lead the project, with input and comments from the Governance Subcommittee as noted in Appendix 1 – Governance Subcommittee Workplan for implementation for the 2022 municipal election.
  - A revised timeline will be prepared if direction is provided to pursue the ward boundary review for subsequent elections
- Election sign by-law, subject to schedule availability

The subcommittee will report to Governance Committee with final approval of any recommendations requiring final approval from Council.

## Procedures and Frequency of Meetings

All Committees are subject to Council Procedure By-law, which outlines the procedures for Council and Committee meetings.

[http://www7.mississauga.ca/documents/bylaws/procedural\\_by-law\\_2013.pdf](http://www7.mississauga.ca/documents/bylaws/procedural_by-law_2013.pdf)

Appendix 1 outlines the workplan and timelines for various stages of the process should a potential 2022 election year implementation be desired. The Subcommittee meetings will be scheduled in accordance with the workplan timelines.

## Membership

The Subcommittee will be comprised of appointed Governance Committee members and one citizen member from each ward in the City. Existing citizen members of the Governance Committee shall be deemed to represent the ward in which they reside.

Members of the Subcommittee shall provide input and comments with their local ward understanding as well as a wider City perspective on matters that are important to consider when evaluating ward boundaries. The Subcommittee members shall understand that their input is for the purpose of providing advice, sharing local neighbourhood knowledge and priorities to the Planning and Building staff as they undertake the Ward Boundary review.

All members are subject to the Code of Conduct and Complaint Protocol for Local Boards.

[http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local\\_Boards\\_Code\\_of\\_Conduct.pdf](http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local_Boards_Code_of_Conduct.pdf).  
and Corporate Policy 02-01-01:

Notwithstanding the Citizen Appointments to Committees, Boards and Authorities policy. <http://inside.mississauga.ca/Policies/Documents/02-01-01.pdf>, opportunities for membership to the Subcommittee shall be advertised through the City's social media channels, and on the website for a period of two weeks. The applications will be reviewed by the Subcommittee's Governance Committee members and those members shall make recommendations to Council on the proposed citizen appointments.

## Role of Chair

The Chair of the Subcommittee will be appointed at the first meeting of the Committee.

The role of the Chair is to:

1. Preside at the meetings using City of Mississauga's Procedure By-law, and keep discussion on topic.

2. Provide leadership to Governance Subcommittee - Elections to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
3. Recognize each Member's contribution to the Committee's work.

### **Role of Committee Members**

The role of Committee Members is to:

1. Ensure that the mandate of Governance Subcommittee - Elections is being fulfilled.
2. Provide the Chair with solid, factual information regarding agenda items.
3. Notify the Legislative Coordinator if they are unable to attend meetings to ensure that quorum will be available for all meetings.

### **Quorum**

1. Quorum of the Governance Subcommittee - Elections shall be reached with the presence of a majority of the appointed and elected 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.
2. The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.
3. The presence of one (1) of the appointed Council members shall be required to establish quorum.

## APPENDIX 1

<b>Date</b>	<b>Workplan Items</b>
February	Receive Council direction to proceed with Governance Subcommittee workplan
	Appoint citizen representatives
March	Inaugural meeting of Governance Subcommittee. Presentation from Planning and Building Staff (P&B) outlining Ward Boundary review process and prior work undertaken. Review and provide direction/suggestions related to principles for ward boundary review.
April	P&B to develop revised ward boundary scenarios
May	P&B present Governance Subcommittee with scenarios for ward boundaries. Subcommittee to provide input on scenarios and preferred option(s).
June	P&B address feedback and finalize scenarios
July	Hold broader public consultation session Subcommittee to participate in consultation process
August	Report to Governance Subcommittee on comments received through public consultation process. Subcommittee to provide input on public comments. P&B to make refinements to scenarios
September	Governance Subcommittee provide recommendation on scenario(s) Report back to Governance Committee with final proposed scenario(s)
October	Recommendation Report and Statutory Public Meeting
November	Council Approval of Ward Boundary By-law
December	Appeal Period – to proceed for 2022 Municipal Election by-law must be approved without appeals prior to December 31, 2021.