

Terms of Reference for Governance Subcommittee - Elections

5.1.

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.

- Sub-committees 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 – these are suggested matters for the subcommittee to review

The mandate of the Governance subcommittee - Elections is to review the following matters in preparation for the 2022 municipal elections:

- Ward boundary review to be completed prior to December 31, 2021 to allow for implementation for the 2022 election
- Election sign by-law

The subcommittee will report to Governance Committee.

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

Membership

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.

and Corporate Policy 02-01-01: Citizen Appointments to Committees, Boards and Authorities. <http://inside.mississauga.ca/Policies/Documents/02-01-01.pdf>

That the Terms of Reference clearly outline what is expected of members of the committee, especially regarding the level and nature of the involvement expect.

Role of Chair

The Chair of the Committee 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 Committee 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.