

## **Attachment B**



### **TERMS OF REFERENCE**

#### **GOVERNANCE AND PRIORITIES COMMITTEE**

---

##### **PURPOSE:**

The purpose of the Governance and Priorities Committee is to enable members of Council to review upcoming and important issues and opportunities with members of administration and the public, with a focus on understanding the broader policy implications of the items being considered.

The Governance and Priorities Committee will:

- Provide an opportunity for Council to lead the governance processes by developing a comprehensive governance and policy framework which captures Council's intentions, directions and expected outcomes;
- Review Council's Committee structure and recommend changes to Committee mandate and role;
- Act as an advisory to Council by discussing and considering all governance issues prior to being placed before Council;
- Make recommendations to Council regarding any reports, updates, or presentations received by the Committee and refer necessary items to Administration or a Council Committee with instructions;
- Provide a more informal forum for the discussion of governance matters with open dialogue and the opportunity for content experts and members of the public to participate in the discussions.
- Discuss one or two scheduled topics per meeting of particular interest to Council and the community, providing the opportunity for robust discussion and debate on the selected topics;
- Receive presentations from external agencies, subject matter experts and other third parties; and
- Only consider agenda matters which are not already addressed by current City policy.

##### **MEMBERSHIP:**

The membership of the Committee will be as follows:

- All members of Council

**ELIGIBILITY:**

All members of Council

**TERM:**

The Term of the Committee members will match the Member's term in office.

**MEETING FREQUENCY:**

There will be bi-monthly, regularly scheduled meetings. Procedural bylaw will have to be followed for special or extra meetings.

**STAFF SUPPORT:**

The following City Departments may provide support to the Committee in accordance with the ***City of Nanaimo Committee Operating Guidelines***:

- Office of the Chief Administrative Officer
- Office of the City Clerk
- Other Staff as required