

## ATTACHMENT D



### TERMS OF REFERENCE

#### GOVERNANCE AND PRIORITIES COMMITTEE

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##### **PURPOSE:**

The purpose of the Governance and Priorities Committee is to provide members of Council with a forum for in-depth discussion on important topics and initiatives, with a focus on understanding the broader policy implications of the items being considered.

The Governance and Priorities Committee will:

- Discuss a limited number of topics per meeting, as identified by Council, providing the opportunity for robust discussion and debate on the selected topics;
- Have focused discussions on Council's Strategic Priorities;
- Provide a forum for reviewing and considering community feedback received through a public engagement process;
- Act as an advisory to Council by discussing and considering 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 an opportunity for content experts and members of the public to participate in the discussions when appropriate; and,
- Review Council's Committee structure and recommend changes to Committee mandate and role.

##### **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 Council's term in office.

## **MEETING FREQUENCY:**

There will be bi-monthly, regularly scheduled meetings. The meeting time will be determined by Council based on the upcoming agenda topics. Procedural bylaw must 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