



City of Port Moody

Council Committee Terms of Reference

Date:	November 04, 2022	File No. 0360-20-56
Type:	Standing Committee of Council	
Committee Name:	Governance and Legislation Committee	

Approvals/Reviews/Amendments

Approval date: December 6, 2022

1. Committee Purpose

Section 141 of the *Community Charter* provides that the Mayor must establish standing committees of Council for matters considered to be better dealt with by committee and must appoint persons to those committees. Standing committees in the City of Port Moody (the City) are comprised of all Council members.

1. The primary responsibility for the City's legislation and governance practices is vested in Management and is overseen by the Governance and Legislation Committee.
2. The purpose of the Governance and Legislation Committee is to assist Council in fulfilling its responsibilities for the City to review and make recommendations to Council, regarding:
 - effective corporate governance;
 - transparency and accountability to the public;
 - Council administrative procedures;
 - Corporate policies
 - Committees and Council effectiveness; and
 - other related issues that are put forward by the City Manager or referred by Council.

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2. Membership

The composition of the Governance and Legislation Committee shall be:

1. Voting Members

Voting members shall consist of all members of Council. The Mayor is chair and Acting Mayor is vice-chair. The Mayor may appoint a Councillor as chair of the Committee, and another Councillor as vice-chair. If, for any reason, the chair and vice-chair are absent, the Mayor or Acting Mayor has the authority to call and chair a meeting of the Governance and Legislation Committee subject to quorum requirements. The terms of appointments of the chairs shall be at the discretion of the Mayor.

Quorum: Majority of Council is required.

2. Non-Voting Members/Advisors

- City Manager or designate – Staff liaison
- General Managers (as required)
- Corporate Officer or designate

3. Subcommittees

The Committee shall have the right to form subcommittees as required. Subcommittees must provide recommendations to the committee.

3. Operations of the Governance and Legislation Committee

Procedures

Unless otherwise provided for in these terms of reference, the procedures of the Committee will be governed by the City's Council Procedure Bylaw.

The Governance and Legislation Committee shall meet according to the Council meeting calendar and will be called taking into consideration the significance, urgency, volume, and timing of agenda items. It is recognized that there may be an increase in meeting frequencies, durations, and/or alter meeting times to facilitate anticipated debate and meet deadlines.

Agendas and minutes for each Committee meeting shall be prepared and distributed in a timely manner to all Council members and applicable senior staff. The original agenda and approved minutes are to be forwarded to the Corporate Officer. The Staff Liaison, Legislative Services staff, and the Mayor approves the agenda and reviews minutes for submission to the Committee. The staff liaison ensures that the foregoing is carried out.

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A list of action items arising from each meeting will be prepared by Legislative Services, reviewed by the staff liaison and distributed to staff members accordingly. Action item lists are updated by Legislative Services staff in conjunction with the staff liaison.

Referral to Council

All decisions of the Governance and Legislation Committee will be referred to Council for ratification.