

Governance Committee Terms of Reference

Regular Review Frequency: Every five years	Approved By: Council
Date Approved: June 12, 2002	Date Reviewed/Revised: June 8, 2023

Mandate/Purpose:

The Governance Committee, a standing committee of the Council, is mandated to review governance trends, make governance process and policy recommendations for Council, and support Council as it works to govern with excellence.

Responsibilities and Products:

The Governance Committee responsibilities include:

1. Reviewing and making recommendations regarding Council policies and governance processes.
2. Proposing an orientation program for all new Council Members and ensuring it is updated periodically.
3. Proposing an annual education plan.
Reviewing the effectiveness of current regulations and bylaws and proposing additions or revisions as necessary.

Composition:

The Governance Committee will consist of up to 4 members, including:

- Two current Council Members, one of whom must be a public representative.
- The Council Chair-Elect, who will be a voting Member.
- The Committee will be chaired by the Council Chair-Elect.

At its discretion, the Council may appoint one non-Council member to the Governance Committee who will serve as a voting member and who may be appointed temporary Chairperson for a period of up to one year. The CEO/Registrar will sit as a non-voting Committee Member.

Term:

The term for Committee Members will expire upon ceasing to be members of the Council.

Quorum:

Quorum for the Committee is the simple majority of Committee Members, excluding vacancies.

Authority and Reporting:

The Governance Committee reports to the full Council and its sole authority is to make recommendations to the Council.

Meeting Schedule:



The Committee will hold at least four (4) meetings per year.

Staff Support:

The Governance Committee will be supported by:

- The CEO/Registrar, and
- Senior Consultant, Policy and Public Initiatives