



# Governance Review Working Group Terms of Reference

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## 1.0 Authority

Section 238 (2) of the *Municipal Act, as amended* requires every municipality and local board to pass a procedure by-law for governing the calling, place and proceedings of meetings.

The Town of Cobourg has established a Governance Review Working Group to draft and prepare all necessary by-law and policy provisions, to be presented to Council at a Governance Review Public Meeting on June 19<sup>th</sup> 2023 for full review of the proposed structure. The various draft documents will be based on Council direction on the Governance Review and will be presented to Council along with utilizing Public feedback following the open survey and public comment feedback for the June 19, 2023 Public Meeting as drafts documents.

## 2.0 Mandate

The following mandate of the Governance Review Working Group would include reviewing and making recommendations to the Town of Cobourg governing documents as per Council direction which shall include incorporating:

- Best practices.
- Accountability, transparency, and timeliness.
- Modernization and trends.
- Housekeeping.

## 3.0 Composition

The Working Group shall be comprised of the following:

- Municipal Clerk/Director of Legislative Services
- Deputy Clerk/Records Management Coordinator
- Chief Administrative Officer
  
- Mayor,
- Deputy Mayor
- One (1) Member of Council

## 4.0 Meeting Frequency

The Working Group shall meet during the day. The meeting schedule shall be determined at the first meeting of the Working Group.

## 5.0 Governance Review

The Municipal Clerk shall prepare the various drafts of applicable governing by-laws, terms of reference and policy updates to support the Council direction related to the Governance Review. The working Group shall be responsible for the following:

1. To conduct a clause-by-clause review of Council's Procedure By-laws, proposed Terms of Reference and other applicable supporting policies as may be needed; and
2. To review Council's governance structure including the Council Committee and Council meeting schedule/format and agenda processes/layout.
3. Review and utilize the resident and Community feedback to incorporate a discussion and review of public recommendations into the drafts and available for all of Council to review. The public feedback and any resulting recommendations will be outlined in the final report to Council.