

Town of
Coalhurst
Agenda Setting Committee

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Agenda Setting Committee
2	PURPOSE	<p>The purpose of the Agenda Setting Committee (the “Committee”) is to assist Town Council to ensure that Council meeting agendas are consistent with Council’s Strategic Plan, support the Organization in governance decisions, and to consider Members Agenda Requests.</p> <p>The Agenda Setting Committee must:</p> <p>(a) determine whether to</p> <ul style="list-style-type: none"> (i) include an item on the Agenda for a Council Meeting; (ii) refer an item to a different Meeting; (iii) refer an item to the CAO; (iv) include an item on a Closed Meeting Agenda, in accordance with the <i>Freedom of Information and Protection of Privacy Act</i>; <p>(b) suggest wording revisions to reports and recommendations if appropriate; and,</p> <p>(c) review public requests to present as part of the Delegations portion of the agenda.</p>
3	COMPOSITION	<p>The Committee shall be comprised of the Mayor, Deputy Mayor, and Chief Administrative Officer (or designate). The Mayor will be the Committee Chair. If the Mayor is absent, the Deputy Mayor shall Chair the meeting. If both are absent, the Chair for that meeting will be determined, at the start of the meeting. If the Mayor or Deputy Mayor are unable to attend, the CAO will solicit for another Member to attend in their place, for that meeting. Members will be appointed annually at the Organizational meeting. Two Members of Council must be present at all Committee meetings.</p>
4	MEETING SCHEDULE	<p>The Committee will meet bi-monthly or by the Friday before a Regular Meeting of Council, on a schedule that best serves the Members and may meet at such other times as required by the Committee Chair.</p>

#	ITEM	DETAILS
5	MEETING PROCEDURES	<ol style="list-style-type: none"> 1. The meeting is closed to the public pursuant to Section 29 (information that is or will be available to the public) of the <i>Freedom of Information and Protection of Privacy Act</i>. The Committee will comply with the requirements of the MGA, Council Procedure Bylaw and Code of Conduct Bylaw. 2. The CAO will do their best to ensure that the proposed agenda(s) will have the necessary supporting documents, information, or materials for review at the meeting.
6	LEADERSHIP AND GOVERNANCE	The Mayor or designate shall act as chair for meeting. The Mayor is responsible for reporting the activities of the Committee to Town Council.
7	REPORTING	The Committee determines the agendas for the Regular Meetings of Council. No official Meeting Minutes will be kept as part of the corporate record.
8	RESOURCES - FINANCIAL	Council members shall receive remuneration based on existing policy for attendance.
9	RESOURCES - HUMAN/OTHER	The Chief Administrative Officer or designate shall attend meetings. Legislative Services and any other staff members deemed necessary shall provide support to the Committee.
10	COMMUNICATION	The agenda for the Regular Meeting of Council will be published following the finalization of the agenda by the committee.
11	REVIEW AND EVALUATION	The Committee Terms of Reference shall be reviewed at the Organizational Meeting following a municipal election to ensure that they reflect the current mandate of the Committee.