## Coalhurs7

## **Committee of the Whole**

## TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Committee of the Whole
2	PURPOSE	The Committee of the Whole (COTW) will be an advisory committee whose purpose is to provide Council the opportunity to debate and discuss matters in a less formal setting and to make recommendations to an upcoming Council meeting for formal Council consideration. In accordance with the <i>Municipal Government Act</i> (MGA), RSA 2000, Chapter M-26, as amended, the Committee may consider any matter that Council may consider. COTW will include, but not be limited to, Strategic Plan Review, land expansion and land use, economic development and business retention, financial or budgeting discussions, draft policy and bylaw review or any other matter that requires additional attention prior to a Regular or Organizational Meeting of Council. The Committee will comply with the requirements of the MGA and Committee Bylaw.
3	COMPOSITION	The Committee shall consist of all members of Council for the duration of their term of office.
4	MEETING SCHEDULE	The Committee will meet at 6:00 pm on the Tuesday between Regular Council meetings as requested by Council or Administration. Other dates and times may be considered as need arises. Meetings may be cancelled by the Mayor or designate.
5	MEETING PROCEDURES	All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session. The Committee will comply with the requirements of the MGA, Council Procedure Bylaw and Code of Conduct Bylaw.
6	LEADERSHIP AND GOVERNANCE	Quorum is a majority of Council members. The Mayor or designate shall act as chair.

## Coalhurs7

#	ITEM	DETAILS
7	REPORTING	The Committee is advisory in nature, making recommendations to Council by way of resolution. Minutes of the Committee shall be adopted by Council and recommendations will be added to the next Regular Council meeting agenda by way of RFD (Request for Decision).
8	RESOURCES - FINANCIAL	Committee members shall receive remuneration based on existing policy for attendance.
9	RESOURCES - HUMAN/OTHER	The Chief Administrative Officer or delegate shall attend meetings. Legislative Services and any other staff members deemed necessary shall provide support to the Committee. Support may include, but is not limited to, the preparation of agendas and minutes, scheduling meetings, providing expertise and recommendations, and any other duties that are reasonably required by the Committee to carry out its duties.
10	COMMUNICATION	Meetings are open to the public, meeting dates and times, agendas and minutes will be posted on the Town website.
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.