

Intergovernmental Relations Standing Committee

TERMS OF REFERENCE

| # | ITEM | DETAILS |
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| 1 | NAME | Intergovernmental Relations Committee |
| 2 | PURPOSE | The Committee will be led by all of Town of Coalhurst Council. This committee may meet or hold workshops with neighbouring community Councils, boards or commissions when collaboration is required to advocate for the needs of Coalhurst and/or its regional partners. The committee will also allow for advocacy and relationship-building strategy discussions with the provincial and federal governments to advance the needs of the Town. The committee is advisory in nature whose purpose is to make recommendations to Council, Committee of the Whole or administration regarding issues related to other government bodies, boards or commissions. 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, however, not all members may be required for all meetings as determined by the Mayor. |
| 4 | MEETING SCHEDULE | The Committee will meet as required. |
| 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 | The Mayor or designate shall act as chair for meetings held in Coalhurst or at Coalhurst's invitation. |
| 7 | REPORTING | The Committee is advisory in nature, making recommendations to Council, Committee of the Whole or administration. Minutes of the Committee shall be recorded and adopted as required by the MGA and recommendations will be added to formal meeting agendas as required. |

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| 8 | RESOURCES - FINANCIAL | Committee 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. 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 as required by legislation. |
| 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. |