

# **Governance and Priorities Committee**

## **Terms of Reference**

### **1. PURPOSE**

1.1 Serves as an advisory body to Council. Meetings serve as an opportunity for Council to be provided with information on governance and policy matters and as an opportunity for Council to seek clarification on matters relating to Council business.

### **2. LEGISLATIVE AUTHORITY**

2.1 *Municipal Government Act*, RSA 2000 c.M-26, as amended Section 145

2.2 Bylaw 08-19, Council Committee

### **3. DUTIES & RESPONSIBILITIES**

The Committee has the Authority to:

3.1 Establish the dates for each Committee meeting;

3.2 Create or review Committee Terms of Reference (Council approval required); and

3.3 Refer matters to Council for decision.

### **4. ROLES**

4.1 The Chief Administrative Officer (CAO) is the principal advisor to the Governance and Priorities Committee. Attendance of specific municipal staff is at the discretion of the CAO.

### **5. MEMBERSHIP**

5.1 All Town of Lamont Council members.

### **6. TERM OF MEMBERSHIP**

6.1 A permanent Committee of Council

### **7. COMMITTEE CHAIR**

7.1 The meetings are to be chaired by the Mayor, or in the Mayor's absence, the Deputy Mayor.

7.2 The Chair shall preside over all meetings of the Committee and decide all points of order that may arise; manage the process of the meeting; preside over the conduct of the meeting, including the preservation of good order and decorum; determine speaking order; and rule on all questions related to the orderly procedure of the meeting.

### **8. MEETINGS**

8.1 The Committee shall hold meetings as at the call of the Chair, or in the absence of the Chairperson, at the call of the Vice-Chair.

### **9. GOVERNANCE**

9.1 The Committee is intended principally as a forum for discussion rather than a decision-making venue.

9.2 The Committee may refer an item to the CAO for more information or clarification but must move the issue forward to Council for its consideration and decision upon receipt of

the clarifying information.

- 9.3 The Committee meetings shall be a public meeting.
- 9.4 Hear from delegations and/or refer delegations to Council. Delegations may make presentations to the Governance and Priorities Committee by appointment only.
- 9.5 The Committee shall consider matters placed on the agenda by the CAO, by other members of Council (as determined by a resolution of Council) and ensure that all such matters are referred to the CAO for a report.
- 9.6 Make recommendation(s) on matters which it considers are within current policy.
- 9.7 Refer any matter on to a Regular Meeting of Council which is not the subject of current policy (including new statements of policy).

#### **10. ADMINISTRATIVE RESPONSIBILITY**

- 10.1 Coordination of Committee meeting locations and setup.
- 10.2 Preparation of meeting minutes and agendas.
- 10.3 Circulation of Agenda Package to Committee members.

#### **11. ENACTMENT**

- 11.1 Upon approval by resolution of Council.