



APPENDIX A

TERMS OF REFERENCE

M.D. Committee of the Whole

Board/Committee Type: Committee of the Whole

Approval Date: November 12, 2021

Review/Revision Date: October 26, 2022⁽⁰²⁾

Purpose

The Municipal District of Bonnyville (M.D.) Committee of the Whole enables Committee members to maintain oversight of the governance, policy, and affairs of the M.D. and serve as an opportunity for members to seek clarification on matters relating to Council business and are purposely kept informal to encourage deliberation of information and ideas.

Authority

- (1) The Committee of the Whole is advisory in nature, making recommendations to Council by way of motion. No decisions will be made by Council at a Committee of the Whole meeting.
- (2) The Committee of the Whole may only provide direction to Administration to bring additional information on an item of discussion to a future Committee meeting or Council meeting.

Scope

- (1) The scope of the Committee is to review and make recommendations on subject matters including, but not limited to:
 - (a) Emerging Priorities;
 - (b) Municipal Budget;
 - (c) Provision of core municipal services and programs for the M.D.;
 - (d) Administrative priorities, strategic initiatives, and major projects (operating and capital);
 - (e) Scheduled review of Council policies, newly developed Council policies, amendments to current Council policies, and new Council policies, as required;
 - (f) New, amending, or repealing municipal bylaws;
 - (g) Community parks, sports, and recreation services within the municipality.

Membership

- (1) Composition
 - (a) The Committee of the Whole is comprised of each member of the M.D. Council, appointed by virtue of, and for the duration of, their term of office.
- (2) Chair
 - (a) The position of Chair will be filled by the Deputy Reeve, **or the Reeve, in the Deputy Reeve's absence.**
 - (b) **If the Chair is** In the event that both the Deputy Reeve and Reeve are unable to attend a meeting, the Chief Administrative Officer or their designate shall call the meeting to order following which the Committee shall nominate a temporary Chair through motion as the first order of business.

Meeting arrangements

- (1) Meeting frequency, time, and location will be determined annually at the M.D. Organizational Meeting.
- (2) A quorum of the Committee is four (4) members.
- (3) Meeting rules and procedures will be in accordance with the M.D. Procedural Bylaw.
- (4) Committee meetings will be open to the public for attendance.
- (5) The M.D. Chief Administrative Officer or their designate will attend Committee meetings as a staff liaison, as well as any departmental representation, as deemed necessary.
- (6) Legislative Services will attend to provide **secretariat and** procedural support.
- (7) Committee agendas and minutes will be prepared and distributed by Legislative Services in accordance with the M.D. Procedural Bylaw.
- (8) Committee meeting minutes will be adopted by Council at a subsequent Regular Meeting of Council.

Reporting

- (1) The Chair will report to Council publicly during their Committee Reports to Council at the next scheduled Regular Meeting of Council.

Review

The Committee of the Whole Terms of Reference will be reviewed annually by the Committee. Any proposed amendments must be adopted by Council through resolution.