

THE CORPORATION OF THE TOWN OF COCHRANE

COCHRANE MAYOR'S ADVISORY CABINET

TERMS OF REFERENCE

April 2011

1. Cochrane Mayor's Advisory Cabinet Purpose:

1.1. The Cabinet will function as an Ad-Hoc Cabinet as defined under the Municipal Act 2001 and the Procedural By-Law.

1.2. The purposes of the Cabinet are:

1.2.1. To primarily be an advisory group directly to the Mayor, while indirectly to the Council through the Mayor.

1.2.2. To provide advice and insight to the Mayor regarding the management and governance of the Community and in being an effective Head of Council,

1.2.3. To share thoughts and exchange ideas with the Mayor on matters pertaining to the community in an effort to:

1.2.3.1. Keep the Mayor and Council abreast of critical issues,

1.2.3.2. Generate a variety of options and alternatives to the initiatives of Mayor and Council, for consideration,

1.2.3.3. To act as a compass for the Mayor and Council on the needs and concerns of the community at large.

1.2.4. Provide the benefit of the Cabinet's combined experience to Mayor and Council,

1.2.5. To act as a medium that will help keep Mayor and Council grounded and connected to the grass roots of the community.

1.2.6. To provide a medium for a segment of the community, in a constructive way, to talk about the issues and Town Affairs that matter to them the most,

1.2.7. To effectively engage the community in becoming actively involved in the development of community affairs.

2. Composition:

2.1. The Cabinet shall consist of no less than five (5) members and no more than ten (10) members appointed by Mayor and Council, each of whom shall be a person qualified to be elected or to hold office as a member of Council, plus the Mayor.

2.2. Members will be sought who shall possess as much as possible the following qualities, in general and for the most part:

- Advanced in age and experience,
- Demonstrable business experience in either small and large business,
- Previous municipal and or council experience,
- Community volunteering and involvement experience,
- Having been born and raised in Cochrane or having been a citizen in Cochrane for a substantial period of time.

2.3. Members will be mutually appointed by Council and the Mayor, in accordance with the rule, giving special consideration to the requests of the Mayor. Both Council and Mayor must support the appointment for it to be valid.

2.4. The Mayor shall act as Chair of the Cabinet.

3. Term of Office:

3.1. The term of membership shall coincide with the term of the presiding council at the time of appointment. Upon a new Council's term commencing, membership will require reappointment.

4. Number of Meetings Each Year:

4.1. The Cabinet shall meet at least twelve (12) times every calendar year and, in addition, at any time at the request of a majority of the members of the Cabinet or at the call of the Chair.

5. Vacancies / Removal:

5.1. Each member of the Cabinet serves at the pleasure of the appointing Mayor and Council, and can be removed anytime. The Mayor can make recommendation to remove a member to Council anytime.

5.2. A member of the Cabinet may resign from the Cabinet by providing notice in writing to the Chair.

5.3. If the seat of a member of the Cabinet becomes vacant, the Chair shall:

- (1) Declare the seat to be vacant at the next Regular Council Meeting,

(2) Immediately begin working with Council to reappoint as per this Terms Document,

5.4. In the case of a vacancy for any cause, the person appointed to fill the vacancy shall be qualified to be appointed and shall hold office for the balance of the term for which his or her predecessor was appointed.

5.5. Any member of the Cabinet who fails to attend two successive scheduled meetings of the Cabinet, with no just cause, shall qualify to forfeit his or her appointed seat at which point forfeiture will be at the Chairs discretion.

6. Reappointment:

6.1. A member is eligible for reappointment on the expiration of his or her term if he or she continues to be a person qualified to be elected as a member of Council and meets the requirements of any applicable policies adopted by Council with respect to appointments to Town of Cochrane Agencies, Boards, Commissions and Special Purpose Bodies.

7. Open Meetings / Quorum:

7.1. All meetings of the Cabinet shall be open to the public except where a meeting may be closed to the public by the *Municipal Act*, or applicable legislation.

7.2. A person may be expelled from a meeting for improper conduct at a meeting.

7.3. A majority of the members of the Cabinet constitutes a quorum.

7.4. The Cabinet proceeding shall be as outlined and in accordance with Council's Procedural By-law.

7.5. All Cabinet members shall adhere to Council's Code of Conduct.

8. Minutes / Records:

8.1. The Cabinet shall keep minutes of its meetings and shall forward copies of the minutes and proceedings to every member of the Cabinet and the Chief Administrative Office for dissemination to Council,

8.2. A Cabinet member may, act as Secretary and shall retain and preserve the records of the Cabinet including resolutions, minutes, and proceedings of regular, special or Cabinet meetings. Such records will be retained and preserved in accordance with the record retention period established by Council and approved by the Auditor.

9. Administration, General Manager, and Other Persons:

9.1. Administration for the Cabinet shall be provided through the office of the Town CAO.