

COMMITTEE OF THE WHOLE TERMS OF REFERENCE



White City

Establishment

- 1 Pursuant to section 81 of *The Municipalities Act*, the Committee of the Whole is established by the council of the Town of White City.

Purpose

- 2 The purpose of the Committee of the Whole (the committee) is to be the primary forum for policy debate and public input on items within the council's area of responsibility.
- 3 The committee provides an opportunity for all members of council to participate in discussion and debate that results in final recommendations to council.
- 4 The committee is to consider the financial, risk and operational impact of policies, programs and actions, and to recommend to council the adjustments required to make the best use of the town's resources.

Interpretation

- 5 Any terms used in these terms of reference shall have the same meaning ascribed to them as Bylaw No. 666-21, *The Council Procedures Bylaw*.
 - (1) Terms used in these terms of reference and not defined in this section have the meanings ascribed to them as in *The Municipalities Act*.

Scope

- 6 The committee is established to review and make recommendations to council for all reports coming from municipal departments:
 - (1) Business Operations;
 - (2) Finance;
 - (3) Fire Services;
 - (4) Governance & Legislative Services;
 - (5) Parks, Recreation & Culture;
 - (6) Planning & Development;
 - (7) Public Works; and
 - (8) The Office of the Town Manager.
- 7 Council or the town clerk may refer any matter to the committee listed within its scope.

Membership

- 8 Membership to the committee will be comprised of:
 - (1) the mayor, pursuant to subsection 93(2) of *The Municipalities Act*; and
 - (2) all members of council.
- 9 The town manager and department heads shall attend all committee meetings on an ex-officio basis, except when the committee chooses otherwise. Other administrative members or members of the public may be invited to attend at the discretion of the committee to advise and provide information when required.
- 10 The town clerk or their delegate shall act as administrative coordinator and recording secretary for the committee.
- 11 All members shall act as meeting chair on a revolving basis.
 - (1) Each member shall act as meeting chair for two consecutive meetings before passing the chair.

- (2) The chair schedule shall be established at the same time the regular committee meeting schedule is adopted by council.

Meetings

- 12 Regular meetings of the committee shall be held on Mondays every two (2) weeks.
- 13 The town clerk shall prepare and circulate the agenda for all committee meetings.
- 14 The agenda shall include the order of business and all items of business and associated reports, bylaws or documents and shall be set out in accordance with the order of business.
- 15 The committee may, on a majority vote, permit additional material on the agenda.
- 16 The general order of business of every committee meeting shall be:
 - (1) Call to Order
 - (2) Adoption of Agenda
 - (3) Delegations and Presentations
 - (4) Consent Agenda:
 - (a) Approval of Minutes
 - (b) Correspondence
 - (c) Accounts for Approval
 - (d) Monthly Financial Statements
 - (e) Notice of Proclamations
 - (5) Administration Report;
 - (6) Corporate Items;
 - (7) Development Items;
 - (8) Community Items;
 - (9) Protective Items;
 - (10) Roundtable; and
 - (11) Adjournment.
- 17 The business shall, in all cases, be taken up in the order in which it stands on the agenda, unless:
 - (1) the majority of committee members vote to change the order of business; or
 - (2) the chair determines during the proceedings of the committee meeting that for public interest a matter be moved forward to be dealt with promptly.
- 18 A quorum for a meeting of the committee shall be four (4) members of the committee, not including the mayor.
- 19 Where not indicated in the committee's terms of reference, the rules of procedure for the committee shall be governed by *The Council Procedures Bylaw*.
- 20 There will be no limit to debate on motions during committee meetings.

Authority

- 21 The committee shall have the following delegated powers of council:
 - (1) approval of bi-weekly accounts;
 - (2) approval of discretionary use permits;

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- (3) approval of special event permits; and
 - (4) approval of donation, grant or sponsorship requests.
- 22 Resolutions passed by the committee on items other than those listed in Section 19 shall form recommendations for consideration by council.
- 23 The committee shall have the authority to resolve matters which are administrative and non-substantive in nature such as:
- (1) approving committee meeting agendas and changes to the agenda;
 - (2) appointing an acting chair in the absence of the chair;
 - (3) resolving to conduct all or a portion of a committee meeting in closed session, pursuant to subsection 120(2) of *The Municipalities Act*;
 - (4) changing the date, time or place of a regularly scheduled committee meeting, pursuant to subsection 122(3) of *The Municipalities Act*;
 - (5) seeking information from or through administration, obtaining expert advice, or referring matters to another committee for further consideration, pursuant to subsection 126(3) of *The Municipalities Act*.

Subcommittees, Advisory Groups and Working Groups

- 24 Subcommittees, advisory groups or working groups may be established upon recommendation of the committee.
- (1) Upon recommendation of the committee, council may, by resolution, disband or establish a subcommittee, advisory group or working group. A resolution to establish a new subcommittee, advisory group or working group shall include terms of reference indicating:
 - (a) purpose;
 - (b) membership requirements;
 - (c) meeting procedures;
 - (d) scope and authority; and
 - (e) reporting and communication requirements.
 - (2) The committee shall designate one town staff member to act as an advisor and liaison to an advisory or working group.
- 25 The town clerk shall, immediately following the establishment of an advisory or working group or two months prior to the end of an appointment term, publicly advertise for the appointment of public members to the advisory or working group.
- 26 The town clerk shall compile a list of all submissions received pursuant to section 22 and review the list with the committee.
- 27 The town clerk shall, in consultation with the committee, prepare a list of proposed advisory or working group members recommended to be appointed for the next term.
- 28 The town clerk shall present the list of proposed advisory or working group members to council for consideration and approval.
- 29 If a vacancy occurs on any advisory or working group, the town clerk shall, in conjunction with the committee, propose a replacement who shall be presented to council at the next regular meeting of council for consideration and approval.

Reporting and Communication

- 30 The town clerk, or their designate, shall prepare minutes of all meetings of the committee, including its recommendations to council.
- 31 The minutes shall be approved by the committee at the next regular meeting.
- 32 Upon approval of the committee's minutes, the town clerk shall:
 - (1) submit the minutes for addition to the next regular council meeting agenda; and
 - (2) provide any committee recommendations to appropriate members of administration to accompany the corresponding report for council's consideration at a regular council meeting.