

Committee of the Whole

Terms of Reference

Purpose

The purpose of the Committee of the Whole is for members of Council to have an opportunity to discuss and debate in a less formal structure than a Council meeting.

Mandate

As listed in the Council Procedure Bylaw, the business at all Committee of the Whole meetings can include the following:

- Awards
- Open Forum
- Delegations
- Committee of the Whole Business Items

The Committee of the Whole will consider and provide recommendations to Council or direction to staff such as, but not limited to, the following “Business Items”:

- Development Applications
- Long term planning and policy development;
- Annual budget deliberations;
- Zoning and Land Development plans and strategies;
- Parks, Recreation and Community Services plans and strategies; and,
- Other matters that may require Council's in depth consideration and community input.

A development application representative/applicant is allocated up to 30 minutes to present their application to Council. Council speaking times and public input time limits are addressed in the Council Procedure Bylaw. Council has the ability to ask questions following the presentation.

Recommendations made at Committee of the Whole meetings will be ratified at the following Council meeting.

Meetings

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

Membership

The membership of the Committee of the Whole is comprised of all members Council. The term of the Committee of the Whole is four (4) years which coincides with the term of Council. The Chair of the meeting may be a Councillor, shared on a rotating basis, as determined by the Mayor.

Staff Support

- The Chief Administrative Officer will provide strategic support and act as liaison;
- The Director of Legislative and Protective Services/Corporate Officer or delegate will provide procedural and other support;
- Legislative Services staff will prepare agendas, minutes and provide administrative support; and,
- The Leadership Team (or their designated representatives) will provide subject matter expertise.

Committee of the Whole Terms of Reference

Review of Terms of Reference

These Terms of Reference will be reviewed during the committee's first meeting each term.