

**BYLAW 1470/20**  
**COMMITTEE OF THE WHOLE BYLAW**  
**STURGEON COUNTY, MORINVILLE, ALBERTA**

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A BYLAW OF STURGEON COUNTY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH COMMITTEE OF THE WHOLE

**WHEREAS** section 145 the *Municipal Government Act*, R.S.A. 2000 c. M-26 (the Act), and amendments thereto provides that a council may pass bylaws in relation to the establishment and functions of council committees as well as procedures to be followed by council committees;

**AND WHEREAS**, section 146(a) of the Act provides that a council committee may exist entirely of councillors;

**AND WHEREAS**, the Council of Sturgeon County considers it expedient to establish Committee of the Whole to support and facilitate the achievement of Sturgeon County's Strategic Plan, vision and goals;

**NOW THEREFORE**, the Council of Sturgeon County, in the Province of Alberta, duly assembled, enacts as follows:

**1. Title**

- 1.1. This Bylaw may be referred to as the "Committee of the Whole Bylaw".

**2. Purpose**

- 2.1. The purpose of this Bylaw is to establish the mandate, functions, and procedures of Committee of the Whole.

**3. Definitions**

- 3.1. In this Bylaw, words have the meanings set out in the Act and the Procedure Bylaw, except that in the context of this Bylaw, "the Committee" means Committee of the Whole.

**4. Establishment and Mandate**

- 4.1. Committee of the Whole is established as a Committee of Council.
- 4.2. The mandate of the Committee is to:
- (a) Provide strategic oversight of progress of Council's Strategic Plan and monitor Council-established priorities, ensuring that programs and services authorized by Council are consistent with Council's Strategic Plan and that strategic objectives are being met; and
  - (b) Support Council's decision-making process by providing a venue for fulsome discussion and debate on key principles, ideas, or components of projects, policies, plans, or other things that will ultimately require Council direction or decision.
- 4.3. The Procedure Bylaw shall govern the Committee and shall be binding upon all Committee Members, except as otherwise provided by this Bylaw.

**5. Terms of Reference**

5.1. In order to fulfill its mandate, the Committee may:

- (a) Receive reports and updates from Administration related to the County's Strategic Plan, goals and objectives, and programs and services;
- (b) Make recommendations to Council regarding any reports, updates, or presentations received by the Committee;
- (c) Submit its reports directly to Council without a Committee recommendation;
- (d) Refer an item to Administration with instructions;
- (e) Refer an item to a Council Committee with instructions;
- (f) Monitor progress on Council priorities, strategic initiatives, master plans, major projects (capital or operating), and planning initiatives;
- (g) Receive presentations from the public and delegations; and
- (h) Receive annual reports from Council Committees on Committee activities as required by the Council Committees Bylaw.

**6. Membership**

6.1. All Members of Council are Members of the Committee.

6.2. Members' terms are consistent with their terms as Members of Council.

6.3. The Mayor is the Chair of the Committee and will preside at Meetings. If the Mayor is unable to perform the Chair's duties, the Deputy Mayor will perform them. If the Deputy Mayor is unavailable, the next Councillor on the Deputy Mayor schedule will perform the Chair's duties.

**7. Meetings**

7.1. The schedule for Committee Meetings is set by Council as part of the Organizational Meeting.

7.2. The Clerk will record Meeting Minutes in accordance with the Act.

**8. Limits to Discussion**

8.1. There is no limit on the number of times a Member may speak to an item.

8.2. Informal discussion of an item is permitted when no motion has been made.

**9. Motions**

9.1. The Committee may make the following motions: to postpone to a certain time or date, recommend, refer, refer to Council, and approve or adopt.

9.2. A motion to postpone to a certain time or date:

- (a) Is used if the Committee would prefer to consider an item later in the same meeting or at another meeting; and
- (b) Is debatable only as to the advisability of the postponement and is amendable only as to the time specified.

9.3. A motion to recommend:

- (a) Is used to make a recommendation to Council for consideration on a pending item;
- (b) Is debatable; and
- (c) May be amended.

9.4. A motion to refer:

- (a) Is used to refer any motion to the appropriate Council Committee or to Administration for investigation and report; and
- (b) Is debatable and amendable only as to the body to which the motion is referred and the instructions on the referral.

9.5. A motion to refer to Council:

- (a) Is used to refer a pending item to Council for decision without a recommendation;
- (b) Is not debatable; and
- (c) May not be amended.

9.6. A motion to approve or adopt:

- (a) Is used to adopt the Agenda of the Meeting; and
- (b) Is used to approve the Minutes of a prior Meeting.

## **10. Public Presentations & Delegations**

10.1. The Committee may receive public presentations and delegations from individuals, groups, organizations, or external agencies.

10.2. Requests for public presentations and delegations shall be made to the Clerk in writing.

10.3. The Clerk may:

- (a) Schedule the presentation at the next available Meeting;

- (b) Refer the matter to Council;
- (c) Refer the matter to another Committee of Council; or
- (d) Refer the matter to Administration for reply;
- (e) And shall report to the Committee on a regular basis which items have been referred.

10.4. Once the Clerk has advised a presenter or a delegation of the scheduled Meeting date and time, the presenter or delegation shall submit all relevant written information to the Clerk by the deadlines specified in order for the materials to be included in the Committee Agenda package.

10.5. Presentations shall be limited to twenty (20) minutes in length unless there is consent by the Committee at the Meeting to extend the time for a presentation.

10.6. Presentations to the Committee shall not be allowed with regard to an undisposed matter which has been the subject of a Public Hearing or is a matter properly addressed before an administrative tribunal.

#### **11. Review and Expiry**

11.1. Administration shall bring this Bylaw forward to Council for review by March 1, 2022.

#### **12. Effective Date**

12.1. This Bylaw shall come into force and take effect on April 1, 2020.

Read a first time this 25<sup>th</sup> day of February, 2020.

Read a second time this 10<sup>th</sup> day of March, 2020.

Read a third time this 10<sup>th</sup> day of March, 2020.

"Original Signed"

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Alanna Hnatiw  
MAYOR

"Original Signed"

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Reegan McCullough  
COUNTY COMMISSIONER (CAO)

March 10, 2020

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DATE SIGNED

**If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.**