

BYLAW 009:2023

A Bylaw of the Town of Irricana, in the Province of Alberta, for the purpose of establishing a Committee of the Whole.

WHEREAS pursuant to Section 145 of the Municipal Government Act, RSA 2000, c M-26, and amendments thereto, a Council of a municipality may, by Bylaw, establish Council Committees;

AND WHEREAS the Council may, by Bylaw, establish the functions of the Committee and the procedures to be followed by it;

AND WHEREAS the Council of the Town of Irricana deems it desirable to form a Committee of the Whole for the purposes of receiving information and discussing some matters;

AND THEREFORE the Municipal Council of the Corporation of the Town of Irricana, duly assembled in Council, enacts as follows:

Title

1. This Bylaw may be cited as the "*Committee of the Whole Bylaw*".

Definitions

2. In this Bylaw, the following definitions apply:
 - a. "**Administration**" means an employee or employees of the Town of Irricana.
 - b. "**Agenda**" means the list and order of business for the meeting.
 - c. "**Chief Administrative Officer**" means the Chief Administrative Officer duly appointed by Council as the Administrative Head of the Municipality, pursuant to Section 205 of the Municipal Government Act. May also be referred to as "CAO".
 - d. "**Chair**" means the Mayor, Deputy Mayor, or any other duly appointed Presiding Officer at a constituted meeting. May also be known as "Meeting Chair".
 - e. "**Committee**" means the Committee of the Whole.
 - f. "**Committee Meeting**" means a meeting of Committee Members for which quorum is present.

- g. **“Council”** means the Municipal Council of the Town of Irricana.
- h. **“Council Chambers”** means the location in which a Public Meeting is held.
- i. **“Delegation”** shall mean an individual or an organization addressing the Council about a specific item on the agenda of a meeting that falls within the body’s jurisdiction but does not include those speaking to a bylaw for which a public hearing has been held or is scheduled.
- j. **“Member of Council”** shall mean a person elected to office in the Town of Irricana. May also be referred to as “Councillor” or “Member”.
- k. **“Municipal Government Act”** means the Municipal Government Act, RSA 2000, c M-26, as amended or replaced from time to time. May also be referred to as “MGA”.
- l. **“Public Gallery”** shall mean members of the public who attend a Public Meeting as an observer.
- m. **“Town”** means the Town of Irricana.

Purpose of the Committee

- 3. The Committee of the Whole is a forum for discussion rather than decision making.
- 4. The Committee of the Whole provides an opportunity for Members of Council to acquire information and discuss ongoing matters without the requirement to make decisions.

Terms of Reference

- 5. The Committee of the Whole may:
 - a. Receive Delegations but may only receive presentations for information;
 - b. Receive information from Administration or Council Committees on emerging and ongoing business matters;
 - c. Discuss broad policy matters to provide further direction or clarification to Administration;
 - d. Meet in Closed Session pursuant to the Municipal Government Act and the Freedom of Information and Protection of Privacy Act;
 - e. Pass a resolution which recommends specific action(s) by Council.
- 6. The Committee of the Whole does not:
 - a. Have the authority or duty to pass Bylaws;
 - b. Have the authority or duty to adopt or amend budgets;
 - c. Have the authority or duty to levy taxes;

- d. Have the authority or duty to form sub-committees;
 - e. Have the authority or duty to exercise the decision-making powers of Council unless they are specifically delegated by Council through this Bylaw.
7. The Chief Administrative Officer shall ensure that:
- a. All minutes of Committee Meetings are recorded in the English language, without note or comment;
 - b. The names of Members present and absent are recorded;
 - c. The minutes of each Committee Meeting are given to the Committee for adoption at a subsequent meeting.
8. The Committee of the Whole shall meet at 7:00pm on the first Tuesday of each month unless an alternate schedule is adopted by a Committee resolution.
9. The Chairperson may cancel a scheduled meeting at their discretion.
10. Whereby a procedure, limitation, or entitlement is not specifically prescribed in this Bylaw, the Council Procedural Bylaw shall govern.

Membership and Quorum

11. The Committee of the Whole consists of all Members of Council.
12. The Meeting Chair shall be chosen by Council at the annual Organizational Meeting of Council.
13. If the Meeting Chair is not present, the Mayor shall preside until the Meeting Chair is present.
14. If neither the Meeting Chair nor the Mayor are present, the Deputy Mayor shall preside until either the Mayor or Meeting Chair are present.
15. Quorum shall be reached through a majority of Committee Members.

Agendas and Order of Business

16. Prior to each Committee Meeting, the Chief Administrative Officer shall prepare an Agenda for approval by the Meeting Chair.
17. All proposed Agenda items must be submitted, in writing to the Chief Administrative Officer, by 12:00pm, one week prior to the scheduled Committee Meeting.
18. The approved Agenda will be provided to Committee Members and made available to the public on the Friday preceding a Committee Meeting.

19. The Order of Business shall be:

- a. Attendance
- b. Call to Order
- c. Adoption of the Agenda
- d. Adoption of Meeting Minutes
- e. Presentations (Delegations)
- f. Old Business
- g. New Business
- h. Correspondence / Communications
- i. Member Roundtable (Open Forum)
- j. Closed Session
- k. Adjournment

Severability

20. If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of the Bylaw will remain valid and enforceable.

Effective Date

21. *Bylaw 009:2023*, being the *Committee of the Whole Bylaw*, is passed when it receives third reading and is signed pursuant to the *Municipal Government Act*.

READ A FIRST TIME this 18 day of September 2023.

READ A SECOND TIME this 18 day of September 2023.

UNANIMOUS CONSENT for THIRD READING given this 18 day of September 2023.

READ A THIRD TIME this 18 day of September 2023.

Original Signed
Jim Bryson
Mayor

Original Signed
Doug Hafichuk
Chief Administrative Officer