

TOWN OF BEAVERLODGE

BYLAW # 1023

A BYLAW OF THE TOWN OF BEAVERLODGE, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE ESTABLISHMENT OF COMMITTEE OF THE WHOLE.

WHEREAS, pursuant to Section 145 of the *Municipal Government Act*, Chapter M-26, R.S.A. 2000, and amendments thereto, a Council of a municipality may pass a bylaw in relation to the establishment of 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 Beaverlodge deems it desirable to form a Committee of the Whole for the purposes of receiving information and discussing some matters;

NOW THEREFORE, the Council of the Town of Beaverlodge, duly assembled, hereby enacts as follows:

SECTION 1 – SHORT TITLE

1.0 This Bylaw shall be cited as the “Committee of the Whole Bylaw”.

SECTION 2 – INTERPRETATION

2.0 In this Bylaw, the following terms will have the following definitions:

“Administration” means an employee or employees of the Town of Beaverlodge.

“ACT” means the Municipal Government Act, RSA 2000, Chapter M-26, as amended, or any statute enacted in its place.

“Agenda” means the list and order of business for the meeting.

“Chair” means the Member of Council who has been given authority to direct the conduct of the meeting.

“Chief Administrative Officer (CAO)” means the person appointed by Council to the position of Chief Administrative Officer under Section 205 of the Municipal Government Act.

“Closed Session” Councils and Council Committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

“Committee” means Committee of the Whole.

“Committee Meeting” means a meeting of Committee Members for which quorum is present.

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“**Council**” means the Mayor and Councillors duly elected pursuant to the provisions of the *Local Authorities Election Act*.

“**Delegation**” means an individual or group making a presentation to Council or Council Committee.

“**Member**” means either Council, Council Committee or Board Members.

“**Public Gallery**” means members of the public who attend a Public Meeting as an observer.

“**Quorum**” means the majority of all Members that comprise the Council Committee or the Board, pursuant to the *Municipal Government Act*.

“**Town**” means the Town of Beaverlodge.

SECTION 3 – PURPOSE

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

SECTION 4 – DUTIES AND OUTCOMES

- 4.1 The Committee of the Whole may:
 - a) Receive Delegations. Delegations will present at Committee of the Whole meetings unless otherwise directed by Council;
 - b) Receive information from Administration or Council Committees on emerging issues and ongoing projects and initiatives;
 - c) Discuss broad policy matters to provide further direction or clarification to Administration or formulate recommendations to Council;
 - 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.
- 4.2 Pursuant to Section 203(1) of the Municipal Government Act M-26, R.S.A. 2000, the Committee of the Whole does not:
 - a) Have the power or duty to pass bylaws;
 - b) Have the power to make, suspend or revoke the appointment of a person to the position of Chief Administrative Officer
 - c) Have the power to adopt budgets under Part 8;
 - d) Have the power with respect to taxes under Section 347; and
 - e) Have the authority or duty to form sub-committees;

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- f) Have a duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case-by-case basis, unless the delegation is to the Council Committee authorized by bylaw.
- 4.3 The Committee of the Whole shall meet at 6:00pm on the second and fourth Monday of each month, unless an alternate schedule is adopted by Committee at the Annual Organizational Meeting. If the Monday should fall on a Statutory Holiday, then the Committee Meeting will be held the next business day.
- 4.4 The Chair may cancel a scheduled meeting at their discretion.
- 4.5 Whereby a procedure, limitation, or entitlement is not specifically prescribed in this Bylaw, the Procedure of Council Meetings and Conduct of Council Bylaw shall govern.

SECTION 5 – MEMBERSHIP AND QUORUM

- 5.1 The Committee of the Whole consists of all Members of Council.
- 5.2 The Mayor shall act as meeting Chair. If the Mayor is not present, the Deputy Mayor shall preside as chair.
- 5.3 Quorum shall be reached through a majority of Committee Members.

SECTION 6 – AGENDAS AND ORDER OF BUSINESS

- 6.1 Prior to each Committee Meeting, the Chief Administrative Officer shall prepare an Agenda for approval by the Meeting Chair.
- 6.2 All proposed Agenda items must be submitted to the CAO by 1pm the Monday prior to the scheduled Committee Meeting. If the Monday falls upon a Statutory Holiday, the documents shall be received the next business day.
- 6.3 The approved Agenda will be provided to Committee Members and made available to the public on the Thursday preceding the Committee Meeting by 4:30pm.
- 6.4 The Order of Business shall be:
 - a. Call to Order
 - b. Land Acknowledgement
 - c. Adoption of Agenda
 - d. Delegations
 - e. Old Business
 - f. New Business
 - g. Topics for Next Agenda / Roundtable (Open Forum)
 - h. Closed Session
 - i. Adjournment


SECTION 7 – COMING INTO FORCE

7.1 This Bylaw shall come into force and effect upon the day of final passing and signing.

READ A FIRST TIME this 22nd day of April, 2024.

READ A SECOND TIME this 13th day of May, 2024.

READ A THIRD TIME AND PASSED this 13th day of May, 2024.



Mayor



Chief Administrative Officer

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.