

**PURPOSE:**

To provide procedures for the conduct of the Committee of the Whole of Council.

A "Committee of the Whole" is a session of Council during which delegations from organizations and/or other members of the public are provided the opportunity to make representation to Council regarding a specified topic. The meeting also provides a more informal venue for discussion of items requiring a more open exchange between either staff and/or delegations and members of Council.

**PROTOCOL:**

Council may at any Regular Meeting, for which notice has been given that Council will sit as Committee of the Whole, resolve to endorse the Agenda of the Committee of the Whole and to then sit as Committee of the Whole.

Topics to be considered by the Committee of the Whole may be identified by Council, staff or requested by a member of the public or external organization and approved by the Mayor.

Topics identified by staff for consideration by the Committee of the Whole shall be communicated to the Chief Administrative Officer (CAO) prior to the proposed meeting date.

A department wishing to invite a delegation(s) to make representation at a meeting of the Committee of the Whole must communicate its intentions at the time the matter is submitted to the CAO, and obtain the prior approval of the Mayor.

A person or external organization wishing to appear before Council to discuss a specific topic must send a written request to the Clerk's Office or liaise through the appropriate department head. All such requests are subject to prior approval of the Mayor. If approved by the Mayor, typically the department will write a report on that topic, introducing the delegation and identifying other related issues staff consider appropriate for discussion at the time the delegation is heard. When submitting the report, the department will suggest a tentative date the report be considered by Council.

Appearances before Committee of the Whole may be rescheduled due to the size of the Agenda and/or priorities. The tentative date and final date, once confirmed, will be communicated to the delegate(s) by the Municipal Clerk. Delegates are permitted up to ten minutes for their presentations. Additional time is provided for questions from Council.

The Presiding Officer of the Committee of the Whole shall be the person serving as the Presiding Officer of the meeting of Council from which it was established. The rules of procedure and order which govern Regular Meetings of Council shall govern the actions of the Committee of the Whole except that the number of times a member may speak is not limited. A motion put forward during Committee of the Whole need not be seconded.

Once Council rises from Committee of the Whole, matters adopted by the Committee of the Whole must be considered by Council sitting in a Regular Meeting. No resolution of the Committee of the Whole is binding unless approved by Council sitting in a Regular Meeting. Council may adopt all of the resolutions of the Committee of the Whole in a single resolution.