



Policy Name: Committee of the Whole Procedures	
Date Approved:	Date Reviewed:
Department: Corporate Services	

Introduction

Committee of the Whole helps facilitate the decision making process of Council. When Council meets as the Committee of the Whole, no final decisions are made but rather recommendations can be made to Council that must be considered at a properly convened Regular Council Meeting in order to be acted on or implemented. It is an important forum for strategic discussion and policy debate on issues within Council’s area of responsibility. Committee meetings provide an opportunity for the Mayor and Council to discuss issues less formally and in advance of the final decision making and it provides an opportunity for all members of Council to participate before a final recommendation is proposed.

Purpose

The purpose of the Committee of the Whole is to allow Council members to meet in a less formal and structured manner to:

- Discuss issues that are part of Council’s governance accountability and mandate for the Town of Riverview;
- Discuss issues of long term planning and policy development;
- Discuss finance, zoning and land development issues that are part of the accountability of Council; and
- Make recommendations to Council to be discussed and voted on at a Regular Meeting of Council

Composition and Structure

- The Committee of the Whole is comprised of the Mayor and all Town of Riverview Councillors.
- The Mayor will serve as the Chair of the meeting. In the absence of the Mayor, the Deputy Mayor shall act as Chair. In the absence of the Mayor and Deputy Mayor, the Committee of the Whole will appoint a Chair from the members present.
- The Committee of the Whole meetings are scheduled on the fourth Monday of the month.
- All meetings of the Committee of the Whole are open to the public, unless the Committee is dealing with an issue that is confidential in nature, outlined in the legislation (Local Government Act).
- The Committee of the Whole Meetings will adhere to the procedures outlined for Council in *By-Law 100-10-1 A By-law relating to the proceedings of the Council of the Town of Riverview*.
- Town Departments will provide Council with Monthly Reports on the progress of the Town’s strategic and operational objectives and other related matters.

Resources

The CAO and Department Directors will attend Committee of the Whole meetings to support Council's discussion and debate. The CAO will ensure, depending on the topic of discussion, that other staff members will be made available to support Council in their discussions. Minutes of meeting will be kept to keep track of discussions and the recommendations made of the Committee of the Whole. These minutes will be made available for public viewing at the Town Hall and on the Town's website.

Colin Smith
Chief Administrative Officer

Date

Ann Seamans
Mayor

Date