

BYLAW 1021-22
The City of Beaumont Committee of the Whole Bylaw

The Municipal Government Act, R.S.A. 2000, c. M-26, as amended, provides that a Council may, by bylaw, establish standing or special committees of Council and delegate to such committees certain powers, duties and functions imposed and conferred upon a Council by the Municipal Government Act.

Therefore, Council enacts:

PART I – DEFINITIONS, AND INTERPRETATION

Definitions

- 1 In this bylaw:
 - (a) "Act" means the Municipal Government Act, RSA 2000, c M-26; and
 - (b) "Chief Administrative Officer" means the chief administrative officer of the City or delegate;
 - (c) "City" means the municipal corporation of The City of Beaumont;
 - (d) "Committee" means the Committee of the Whole established by City Council and continued as a council committee under this bylaw;
 - (e) "Council" means the elected governing body of the City;
 - (f) "Clerk" means the designated officer position City Clerk as set out in the City's Designated Officers Bylaw;
 - (g) "Mayor" means the Chief Elected Official of the City;
 - (h) "Member" means a member of the Committee of the Whole; and
 - (i) "Municipal Jurisdiction" means any power, duty, or function which is delegated to a municipality by the Province and any action, such as advocating to other orders of government, that a municipality may reasonably undertake.

Interpretation

- 2 The following rules apply to interpretation of this bylaw:
 - (a) headings, titles, and margin notes in this bylaw are for ease of reference only;
 - (b) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;
 - (c) every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable; and
 - (d) references to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

PART II – ESTABLISHMENT, MANDATE, AND TERMS OF REFERENCE

- Establishment 3 The Committee of the Whole is established as a council committee under Bylaw 974-20 and is continued as a council committee under this bylaw.
- Mandate 4 The mandate of the Committee is to support Council’s decision-making process by providing a venue for fulsome discussion and debate on key projects, policies, plans, or other things that may result in a recommendation to Council.
- Terms of Reference 5 To fulfill its mandate, the Committee may:
- (a) receive reports from Administration related to the City’s various plans, policies, programs and services;
 - (b) make recommendations to Council regarding any reports, updates, or presentations received by the Committee;
 - (c) refer an item to Administration or a council committee with instructions;
 - (d) monitor the progress on Council priorities, strategic initiatives, master plans, major projects (capital or operating) and planning initiatives;
 - (e) receive delegations from external agencies and other third parties; and
 - (f) receive reports from council committees on committee activities or recommendations.

PART III – MEMBERSHIP

- Members 6 All members of Council are appointed to the Committee of the Whole unless otherwise decided by Council.
- Terms 7 Members’ terms are consistent with their terms as City Councillors.
- Chair 8 The position of Chair will be the member of Council that holds the position of Deputy Mayor at the time of the meeting and the position of Chair will be rotated according to the Deputy Mayor’s schedule.
- Chair’s duties 9 The Chair will preside at meetings, but if the Chair is unable to perform the Chair’s duties, the next person on the Deputy Mayor’s schedule will perform the Chair’s duties.

PART IV – ORDER OF BUSINESS, AGENDAS, AND MINUTES

- Order of business 10 The agenda orders the business for a meeting and the order of business will be as follows:

- (a) Call to Order and Land Acknowledgement
- (b) Adoption of Agenda
- (c) Adoption of Minutes
- (d) Open Forum
- (e) Delegations
- (f) Reports for Discussion
- (g) Councillor Inquiries
- (h) Adjournment

- Adoption of agenda 11 The Committee must vote to adopt the agenda prior to transacting other business and may add new items or delete any items by a majority vote.
- Minutes 12 Minutes of Committee meetings will be:
- (a) recorded without note or comment and will include the names of members present at the meeting;
 - (b) prepared and distributed by the Clerk; and
 - (c) presented to the Committee for adoption at a subsequent meeting.
- 13 The Clerk may correct clerical, typographical, and grammatical errors in the minutes.

PART V – PROCEDURES

- Meetings 14 The schedule for Committee meetings is set by Council at its annual organizational meeting, but Council may, by resolution, schedule additional meetings if desirable and provided that notice is given to all Members and the public.
- Quorum 15 Quorum is met by the attendance of a majority of the Members.
- Public meetings 16 Committee meetings will be held in public, with notice to the public, unless the meeting is closed for reasons permitted by the Act.
- Adjournment 17 Meetings will adjourn at 10:00 pm, if in session at that hour, unless two-thirds or more of Members present vote to extend the meeting.

PART VI – MOTIONS

- Motion to postpone to a certain time or date 18 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;
 - (b) is debatable only as to the advisability of the postponement and is amendable only as to the time specified; and
 - (c) requires a majority vote.

- Motion to recommend 19 Motion to recommend:
 (a) is used to make a recommendation to Council for consideration on a pending item;
 (b) is debatable and amendable; and
 (c) requires a majority vote.
- Motion to refer 20 Motion to refer:
 (a) is used to send the pending matter to Administration or a council committee for further work;
 (b) is debatable and amendable only as to the body to which the matter is referred and the instructions on the referral; and
 (c) requires a majority vote.
- Motion to approve or adopt 21 Motion to approve or adopt:
 (a) is used to adopt the agenda of the meeting or approve the minutes of a prior meeting;
 (b) is debatable and amendable; and
 (c) requires a majority vote.
- Motion to receive for information 22 Motion to receive for information:
 (a) is used to formally receive a report or presentation;
 (b) does not represent approval or direction;
 (c) is not debatable or amendable; and
 (d) requires a majority vote.

PART VII – COUNCILLOR INQUIRIES, OPEN FORUM, AND DELEGATIONS

- Councillor Inquiries 23 Members may make Councillor Inquiries at the allotted time on the agenda in accordance with the provisions set out in the Meeting Procedures Bylaw.
- Open Forum 24 The Clerk may schedule Open Forum presentations at the allotted time on the agenda in accordance with the provisions set out in the Meeting Procedures Bylaw.
- Presentations from delegations 25 Committee meetings may include presentations from delegations such as community organizations or external agencies.
- 26 Requests to meet with the Committee must be made in writing to the Clerk at least 10 days prior to the Committee of the Whole meeting.
- Presentations 27 Presentations must be relevant to a matter that is within the Municipal Jurisdiction.
- Materials 28 Presentations may be verbal and may include hardcopy or electronic materials.

- 29 All presentation materials must be provided to the Clerk by noon the day prior to the meeting.
- Time limits
- 30 All presentations will be limited to 10 minutes not including any time required for Committee questions following the presentation.
- 31 The Committee may, by majority vote, extend the time for a presentation provided that doing so does not prejudice other presenters.

PART VIII – EFFECTIVE DATE

- Effective date
- 32 This bylaw comes into effect on October 1, 2022.

FIRST READING: September 13, 2022

SECOND READING: September 13, 2022

THIRD READING: September 13, 2022

SIGNED THIS 13 day of September, 2022.

Bill Daneluik
MAYOR

Chelaine Winter
CLERK