



The United Townships of Head, Clara & Maria

Committee of the Whole

Terms of Reference

Purpose

The Committee of the Whole (COW) is the primary forum for policy debate and public input on issues within Councils area of responsibility. The COW allows the entire council to work towards a common understanding of an issue by listening, developing and reviewing reports together in the same room at the same time. This Committee shall be responsible for the study and research of all matters referred by Council pertaining to municipal business and shall make recommendations to be presented at Council for approval.

Mandate

- All COW work will be carried out in accordance with the HCM Procedural Bylaw, Municipal Act, Code of Conduct and other governing legislation and policies.
- The COW will engage the public in their work by receiving public delegations and ensuring that staff have appropriately engaged the community.

Membership

1. All Members of Council shall sit on all Committees of the Whole Council and they shall be constituted as Committees of the Whole The Mayor is the Chair of the COW.
2. A vice-chair shall be appointed by the Mayor.
3. If the need for sub-committees arises the Mayor shall appoint chairs for those committees.

Resources

- The Clerk/Treasurer and other staff members may be called on to conduct work and report back to the COW.

Role of the Chair

- In collaboration with the Clerk/Treasurer identify issues to be discussed, develop the agenda and set meeting dates
- Conduct the meeting, maintain order, allow for discussion and comment from all members

Role of the Vice Chair

- Vice-chair will assume the role and responsibilities of the chair when the chair is unable to fulfill their role.

Role of the Clerk/Treasurer

- Must attend all meetings or send a designate Clerk. In collaboration with the Mayor/designate Chair identify issues, develop agendas and set meeting dates
- Provide advice on legislative protocol and meeting procedures as requested by the Chair

Role of COW members

- Conduct independent research in preparation for the meeting, provide feedback on issues and agenda items.

Role of the Public

- If requesting a deputation to the COW, follow guidelines for deputations as outlined in Procedural By-Law
- Questions/comments will not be taken from the floor

Meetings

- COW meetings will be scheduled as deemed necessary by the Chair when there are issues that require considerable debate, discussion and input from committee members.
- Meetings shall be held at the Township Office, or electronically if deemed necessary.

Quorum

- Quorum is 3 members of Council and the Clerk/Treasurer or designate