



Town of Antigonish Committee of the Whole Policy

Scope

The purpose of this policy is to provide a procedure and mandate for standing committees within the Town of Antigonish and is adopted under authority of Section 23 (1) (c) and Section 24 of the Municipal Government Act.

Policy

1. Council hereby establishes the "Committee of the Whole" as a standing committee of Council.
2. The mandate of the Committee of the Whole is:
 - (1) to discuss, consider, advise, and make recommendations to Council concerning the affairs of the Town that may come before Council, in advance of Council making decisions or taking action on such matters, except where Council determines that consideration by the Committee is unnecessary or inadvisable, and except that the following matters shall normally be dealt with by Council without having to be forwarded to the Committee of the Whole for its recommendations:
 - (a) reports and recommendations from other committees of Council;
 - (b) planning matters and public meetings as required by the public participation program concerning the preparation of planning documents;
 - (c) first or second reading of By-law enactments, amendments or repeals; and
 - (d) matters which are the subject of a statutory hearing by Council.
 - (2) to take action on such matters as are lawfully delegated to it by the Town's by-laws and policies or by Council resolution.
 - (3) to take such other steps not inconsistent with this Policy that the Committee reasonably deems necessary to carry out its mandate.
3. The Chair of the Committee is the Mayor and the Secretary is the Chief Administrative Officer or designate.
4. The Committee of the Whole consists of all members of Council and membership on the Committee automatically extends to Council members without the necessity of formal appointment by Council and automatically terminates upon the termination of a person's status as Council member.
5. All Council members are voting members of the Committee of the Whole.
6. A quorum of the Committee of the Whole shall be the same as that which applies to Council pursuant to provincial legislation with any necessary changes for context.

7. Unless otherwise specified, regular meetings of the Committee of the Whole shall be held:
 - (1) at the Town Council Chambers, Antigonish Town Hall;
 - (2) dates and times are noted on the yearly Schedule of Council and Committee Meetings, as approved by Council.
8. Regular meetings of the Committee of the Whole may be rescheduled, relocated or cancelled, and/or additional or special meetings convened in the same manner and with the same notice to Council Members and the public as apply to meetings of Council with any necessary changes for the context.
9. Subject to any resolution of Council, the resources which may be utilized by the Committee of the Whole include:
 - (1) advice and support of the Chief Administrative Officer or designate;
 - (2) use of external services reasonably necessary to discharge the Committee's mandate, through the Chief Administrative Officer or designate;
 - (3) such other resources as may reasonably be required, through the Chief Administrative Officer or designate.
10. All meeting minutes and records of the Committee of the Whole shall be open to the public except as expressly authorized by law.
11. Any previous Committee of the Whole policies of the Town of Antigonish are hereby repealed.

CAO's Annotation for Official Policy Book

Date of Notice to Council Members of Intent
To Consider (Minimum 7 Days): February 16, 2009

Date of Passage of Current Policy: March 16, 2009

I certify that this Policy was adopted by Council as indicated above.

D. Kampan
Chief Administrative Officer

March 17/09
Date