



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**COUNCIL POLICY**

TITLE:	Committee of the Whole Terms of Reference	NO.	ADMIN-82
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Effective Date:	November 25, 2024
Approved by:	Council
Reference:	ADM-24-071
Amends:	

**POLICY:**

**Purpose**

The purpose of the Committee of the Whole is for members of Council to have an opportunity to examine information, receive advice, have dialogue, express opinions, raise questions, and deliberate on community matters within the Township’s jurisdiction that require further understanding without the pressure to make a decision at the meeting. Committee of the Whole allows members of Council to engage with subject matter material, members of the public, staff, and other interested parties in a less rigid meeting environment.

**Mandate**

As listed in the Council Procedure Bylaw, the non-procedural business agenda items for all Committee of the Whole meetings include the following:

- Presentations and Delegations
- Business items presented as Staff Reports or Memorandums

The Committee of the Whole may:

1. Receive presentations and delegations from the public and organizations.
2. Consider and provide recommendations to Council such as, but not limited to, the following business items:
  - Policy and bylaw development;
  - Financial or budget deliberations;
  - Council Priorities;
  - Plans and strategies including, but not limited to, Zoning, Community Development, Parks, Recreation, Infrastructure, Climate, Economic Development, Assets, and Programming; and
  - Other matters that may require broader discussion and consideration.

## **PROCEDURE:**

### **Reporting**

Committee of the Whole recommendations shall be made by way of resolution then considered for ratification at the following Council meeting. Final governance decisions occur at a formal Council meeting.

### **Meetings**

The meeting rules and procedures will be in accordance with the current Council Procedure Bylaw.

Committee of the Whole meetings provide an opportunity for members of Council to consider matters in a forum that allows for greater dialogue in a non-decision-making capacity.

### **Motions**

Motions on all procedural and non-procedural business items must be moved and seconded to be discussed by the Committee.

Procedural business items include:

- Approval of the Agenda
- Adoption of Minutes
- Adjournment

The Committee may generally make the following motions on procedural business items:

- To approve the agenda of the meeting.
- To adopt the minutes from previous meetings.
- To adjourn the meeting.

For certainty, amendments may be made to the above noted items and then a vote taken on the items as amended.

For non-procedural business items, motions shall be in the form of a recommendation to Council.

Non-Procedural business items include:

- Presentations and Delegations
- Business items presented as Staff Reports or Memorandums

In response to Presentations and Delegations, the information provided should be formally received. In addition, the Committee may recommend to Council that the matter be:

- Referred to staff for preparation of a staff report.
- Referred to an Advisory Body with an accompanying staff report.
- Provided with a letter of comment or support if requested, where the Committee determines no additional information or public input is required.

For Staff Reports and Memorandums, the Committee may make a recommendation to Council for ratification at a subsequent Council meeting. Sample wording may include “That it be recommended to Council that” or “That the Committee of the Whole recommends to Council that”. As an alternative to making a recommendation to Council on the matter under discussion, the committee may recommend the following:

- Postponement to another Committee of the Whole meeting.
- Referral to an Advisory Body of Council.
- Referral to Staff for further information.
- Approval or denial of the matter under consideration.
- Referral to Council for decision without a recommendation from the Committee.

### **Membership**

- The membership of the Committee of the Whole is comprised of all members Council.
- The term of the Committee of the Whole is four (4) years which aligns with the term of Council.
- Should a member resign from Council, a newly elected member will serve the balance of the term remaining for the member they are replacing.
- The Chair of the meeting may be the Mayor, or a Councillor shared on a rotating basis, as determined by the Mayor.

### **Quorum**

Quorum for Committee of the Whole is 4 members, representing a majority of all Council members.

### **Staff Support**

- The Chief Administrative Officer, or their delegate, will provide strategic support and act as liaison;
- The Director of Corporate Services, Corporate Officer, or delegate, will provide procedural support;
- Departmental Directors, or delegates, will provide subject matter expertise and may bring in external consultants or subject matter experts to present to the Committee.
- Corporate Services staff will prepare agendas, minutes and provide administrative meeting support.

### **Review and Evaluation**

The Committee of the Whole Terms of Reference will be reviewed at the committee meeting in January, after a local election, in a new term of Council.