



## **TOWN OF WINDSOR BYLAW # 03 COMMITTEE BYLAW**

- 03.01** This Bylaw shall be known as and may be cited as the "Committee Bylaw", and replaces all previous Bylaws regarding Council committees including bylaw 23, Recreation Advisory Committee, which is hereby repealed.
- 03.02** The Council hereby establishes a Committee of the Whole, consisting of all of the Councillors, to meet at least once a month and at least two *weeks* prior to the regular Council meeting.
- 03.03** The Committee of the Whole will be responsible for discussing all matters which would be of concern to the Town Council. Specifically, the Committee will be responsible annually to prepare, to review and recommend to the Council, the proposed operating and capital budgets and forecasts.
- 03.04** Meetings and agendas of the Committee of the Whole shall be advertised and the meeting opened to the public unless the Council decides the meeting should be in-camera.
- 03.05** Reports from Committees, the Chief Administrative Officer and RCMP shall be presented to the Committee of the Whole.
- 03.06** The Committee of the Whole will meet for the purposes of hearing public input generating discussion and requesting information from the public for the purposes of generating possible recommendations to Council. No formal decisions will be made for items which would normally require Council approval when the Councillors are meeting as Committee of the Whole.
- 03.07** Delegations wishing to address the Committee shall ensure that such delegations are scheduled with the Clerk at least one full business day prior to the meeting unless extraordinary circumstances prohibit. If any delegations cannot be heard as scheduled, an additional Committee meeting will be called or the delegation may address Council at the next regular meeting if Council so decides.
- 03.08** Recommendations to Council from the Committee will be made available to the public no later than three business days prior to the Council meeting at which the Committee recommendations will be considered.

- 03.09** The members of the Committee shall, on a rotating basis, act as chair and presiding officer at the meetings of the Committee of the Whole.
- 03.10** The Clerk shall ensure that minutes of all of the discussions and recommendations of the Committee of the Whole are kept.
- 03.11** At the March Council meeting each year, the Council shall appoint from among its members representatives to the various advisory, standing committees or other committees of Council or its agencies.
- 03.12** The Council will have a standing committee of Council to be known as the Strategy and Policy Committee of Council to consider:
- Policies governing park, recreation, arts and culture, and historical activities and community services
  - Policies governing all matters of the internal operations of the Town Government
  - Policies governing tourism, economic development and environmental sustainability
  - Policies governing public health and safety
  - Policies governing public works, transportation and street and road facilities
  - Policies governing water management, water rates and the environment
  - Policies governing the management and planned growth of the Town.
- 03.13** The quorum for meetings of standing committees of Council shall mean a majority of the members of the committee.
- 03.14** The Council may appoint one or more special committees or ad hoc committees to assist with the strategy and policy committee of Council subject to the following conditions and procedures:
1. No special committee or ad hoc committee shall be appointed except with respect to a matter that requires investigation and a written report to the standing committee by a special or ad hoc committee;
  2. Whenever a standing committee of Council considers that the committee's performance of any of its functions would be materially assisted by the establishment of a special committee the committee shall, by resolution recommend this to Council;
  3. The members of a special committee or ad hoc committee shall be appointed by Council;
  4. The Town's Chief Administrative Officer or a member of staff appointed by the C.A.O. may serve as advisor to the special committee but shall not have the right to vote;
  5. The Clerk shall ensure that minutes of the discussions and recommendations of the Committee are kept.

6. A special committee shall be appointed only where the nature of its task is such that the special committee would function for a limited time, of less than twelve months;

**03.15**

The Council may appoint one or more continuing subcommittees for the benefit of its strategy and policy committee of Council, subject to the following conditions and procedures:

1. No continuing subcommittee shall be appointed except with respect to
  - (a) The operation of a utility or a capital facility, or
  - (b) A matter that by its nature is likely to require the advice of a subcommittee over a period of years;
2. Whenever a standing committee of Council considers that the committee's performance of any of its functions would be materially assisted by the establishment of a continuing subcommittee that would report periodically to Council through the committee respecting the operation of a utility or a capital facility, or with respect to a matter that by its nature is likely to require the advice of a subcommittee over a period of years, the committee should, by resolution, recommend this to the Council.
3. The members of a continuing subcommittee shall be appointed by Council;
4. The Town's Chief Administrative Officer, or a member of staff appointed by the C.A.O, may serve as advisor to the continuing subcommittee but shall not have the right to vote;
5. The Clerk shall ensure that minutes of the discussions and recommendations of the Committee are kept.

**03.16**

The report of special committees and continuing subcommittees and of all standing committees when directed shall be in writing and signed by the Chair when unanimous, but when there is a dissent the report shall be signed by all who concur with it. The minority may also express their views in writing to the Council as they may deem expedient.

**03.17**

All standing committees may report in writing annually at the last regular monthly meeting of the Council with recommendations as they may deem expedient to improve the services coming under their jurisdiction.

**03.18**

A minute book shall be maintained for each committee and minutes of all committee meetings shall be kept therein.

**03.19**

Unless otherwise stated herein Roberts Rules of Orders shall apply at all Committees of Council.

Clerk's Annotation for Official By-Law Book

Date of first reading of by-law: July 24, 2007

Date of advertisement of Notice of Intent to Consider: August 9, 2007

Date of second reading of by-law: August, 28, 2007

\*Date of advertisement of Passage of By-Law: September 20, 2007

Date of mailing to Minister a certified copy of By-Law: September 21, 2007

I certify that this COMMITTEE BY-LAW was adopted by Council and published as indicated above.

Louis Coutinho

Louis Coutinho  
Chief Administrative Officer  
Town of Windsor

21 September 07

Date