

**Committee of the Whole**

Reports to: Council

Administered by: Legislative Services

Committee Administrator: Manager of Legislative Services / Municipal Clerk

Effective: January 1, 2025

**1. Enabling Legislation/Authorizing By-law.**

The Committee of the Whole is established pursuant to the Township's Committee Governance Policy GP-23-01.

**2. Purpose/Mandate**

The Committee of the Whole is the primary forum for policy debate and public input on issues within Council's area of responsibility. The Committee of the Whole provides an opportunity for all members of Council to participate in discussion and debate that results in final recommendations to Council.

**3. Responsibilities/Specific Functions**

The Committee of the Whole provides recommendations to Council and direction to Township staff on all matters affecting the Township of Wilmot. The Committee of the Whole will report to Council with recommendations for approval.

The CAO, Department Heads and other staff members may be called upon by Council to conduct work and report back to the Committee of the Whole.

The Committee of the Whole may, without Council approval, refer items back to staff or defer items to another time. Staff direction which requires significant adjustments to existing workplans, however, may not proceed without Council approval. The chair, in consultation with the CAO and Municipal Clerk, is responsible for determining when staff direction requires Council approval.

**4. Committee Composition**

The Committee of the Whole is comprised of all members of Council.

**5. Committee Term**

The term of the Committee of the Whole is four years, to coincide with the term of Council.

**6. Chair Appointment**

The Mayor shall act at the chair for the Committee of the Whole. In the absence of the Mayor, the Acting Mayor schedule as adopted by Council shall be followed.

**7. Meeting Quorum**

Quorum for the Committee of the Whole will be 4 members.

**8. Frequency and time of Meetings**

Committee of the Whole will meet on the first Monday of each month, save and except for July, August and December at 6:00 p.m. at the Council Chambers located the Administrative Complex located at 60 Snyder's Rd W.

During an election year the Committee of the Whole will not meet in the month of September or October.

**9. Agendas and Procedures**

The Committee of the Whole is required to publish meeting agendas in accordance with the Township of Wilmot Procedural By-law 2024-42. Meetings of the Committee of the Whole shall be governed by the Procedural By-law.

**10. Closed Meetings**

In closed meetings the Committee the Whole may, without Council approval, approve procedural matters and give direction to staff, officers, or agents of the Township of Wilmot. Any such approvals or direction shall be in accordance with the Municipal Act.

**11. Minutes and Reporting Requirements**

The Committee of the Whole is required to publish meeting minutes in accordance with the Township of Wilmot Procedural By-law 2024-42.

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