

**WHEATLAND COUNTY  
BYLAW 2024-21**

**Being a Bylaw of Wheatland County in the Province of Alberta, for the purpose of establishing a Committee of the Whole.**

**WHEREAS** the *Municipal Government Act*, R.S.A. 2000, c.M-26, pursuant to section 145(2), that Council may, by bylaw, establish council committees and other bodies.

**AND WHEREAS** the *Municipal Government Act*, R.S.A. 2000, c.M-26, pursuant to section 145(3), where council establishes a council committee or other body, that council may, by bylaw, establish the functions of the committee or body and the procedures to be followed by it.

**NOW THEREFORE** the Wheatland County Council in the Province of Alberta, duly assembled, hereby enacts as follows:

**SECTION 1 TITLE**

1.1 This Bylaw may be cited as the "Committee of the Whole Bylaw".

**SECTION 2 PURPOSE**

2.1 The purpose of this Bylaw is to establish the Committee of the Whole, further referred to as 'The Committee'.

2.2 The Committee serves as a forum where Administration presents information and updates in order for the Committee to offer effective guidance and oversight to Administration. The Committee's recommendations will facilitate Administration's actions, which will then be submitted to Council for a final decision.

2.3 The Committee is authorized to approve, rescind, or amend policies of Council.

2.4 The Committee will not hear presentations from the public. Public presentations are accommodated by the Public Presentation Committee (PPC).

**SECTION 3 DEFINITIONS**

3.1 In this Bylaw:

- a. **"Administration"** means the operations and staff of Wheatland County under the direction of the Chief Administrative Officer;
- b. **"Council"** means the Council of Wheatland County;
- c. **"County"** means Wheatland County together with its jurisdictional and geographical boundaries, as the context requires;
- d. **"Municipal Government Act"** means the *Municipal Government Act*, R.S.A. 2000 Chapter M-26., as amended, repealed and replaced from time to time;
- e. **"Organizational Meeting"** means an Organizational Meeting of Council held pursuant to section 192 of the Municipal Government Act;
- f. **"Procedure Bylaw"** means Wheatland County's bylaw 2023-03, the Procedure Bylaw, as amended or replaced from time to time;
- g. **"Wheatland County"** means Wheatland County as a municipal corporation and geographical area within its jurisdictional boundaries, as the context requires.

**SECTION 4 MEMBERSHIP**

4.1 The Committee will consist of all Members of Council.

4.2 The Chair and Vice-Chair will be the Reeve and Deputy Reeve appointed by Council at the annual Organizational Meeting for a one-year term.

- 4.3 The Chair is responsible for presiding over meetings when in attendance.
- 4.4 The Vice-Chair will take over the duties of the Chair whenever the Chair is unable to perform those duties.
- 4.5 The Chief Administrative Officer is responsible for:
  - a. Approving Requests for Clarity reports; and
  - b. Approving agendas prior to publication.

## **SECTION 5 MEETINGS**

- 5.1 The Committee will plan to meet a minimum of six times annually on the dates set at the annual Organizational Meeting of Council.
- 5.2 Additional meetings or special meetings may be held at the call of the Chair.
- 5.3 Meetings will be conducted in accordance with the County's Procedure Bylaw.
- 5.4 All meetings are open to the public. If required, closed sessions will be held in accordance with the Municipal Government Act, Freedom of Information and Protection of Privacy Act, and the County's Procedure Bylaw.
- 5.5 Quorum is four members of the Committee.
- 5.6 Agendas are prepared and distributed in accordance with the Procedure Bylaw.
- 5.7 Approval of the agenda will be by the Committee by resolution after the meeting is called to order.

## **SECTION 6 DUTIES OF THE COMMITTEE**

- 6.1 Monitoring progress towards the achievement of Council's strategic goals.
- 6.2 Providing guidance on Council policies.
- 6.3 Approving, rescinding or amending Council policies.
- 6.4 Providing guidance on governance-related bylaws.
- 6.5 Receiving updates and providing feedback and direction to Administration on projects and initiatives.
- 6.6 Receiving updates from Administration regarding changes to federal, provincial, and municipal legislation.
- 6.7 Providing clarification and direction to Administration when additional clarity and direction is necessary.
- 6.8 Any other governance or strategic matter that warrants further discussion or direction from the Committee.
- 6.9 The Committee may make the following motions:
  - a. To approve the Agenda;
  - b. To direct Administration;
  - c. To approve, amend or rescind policies of Council;
  - d. To move into and out of Closed Session.
- 6.10 Decisions and directives from the Committee will be reported on by Administration. Administration will provide updates on the status and progress of the Committee's decisions and directives to either the Committee or Council, as appropriate, to ensure continued oversight and follow-up on the matter.

**SECTION 7 MEETING AGENDAS**

- 7.1 The Chief Administrative Officer, in collaboration with Administration, compiles the agenda.
- 7.2 The Chief Administrative Officer distributes Committee agendas to the Committee no later than five days before each Meeting.
- 7.3 The Chief Administrative Officer posts the agenda on Wheatland County’s public website no later than five days prior to each Meeting.
- 7.4 Submissions from Members of the Committee for inclusion in the agenda should be submitted to Administration in writing no later than 11:59 p.m., one week before the Meeting.
- 7.5 Committee Members may contact Administration prior to the Meeting and inform them of any grammatical or clerical issues within the agenda.
- 7.6 If a Member is unable to attend a Meeting, that Member must advise the Chair and the Chief Administrative Officer of their absence and the reasons for their absence as soon as possible after they are aware that they will be unable to attend.


**SECTION 8 EFFECTIVE DATE**

- 8.1 This bylaw shall come into effect when it has received third and final reading.

READ A FIRST TIME this 18th day of June, 2024.

READ A SECOND TIME this 18th day of June, 2024.

READ A THIRD TIME and PASSED this 18th day of June, 2024.

  
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Amber Link - Reeve

  
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Brian Henderson - Chief Administrative Officer