

**CORPORATION OF THE VILLAGE OF BARNWELL  
IN THE  
PROVINCE OF ALBERTA**

**BYLAW NO. 01-23**

**A BYLAW OF THE VILLAGE OF BARNWELL IN THE PROVINCE OF ALBERTA TO ESTABLISH AND DEFINE THE FUNCTION OF THE COMMITTEE OF THE WHOLE.**

**WHEREAS**, pursuant to Section 145 of the Municipal Government Act R.S.A. 2000, Chapter M-26, a Council may pass bylaws to establish committees and define their functions and roles; and

**AND WHEREAS**, the Council of the Village of Barnwell wishes to establish a Committee of the Whole to assist Municipal Council with matters related to the policies and programs that affect the operations of the Municipality; and

**NOW THEREFORE**, under the authority and subject to the provisions of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, the Council of the Village of Barnwell, in the Province of Alberta, duly assembled, hereby enacts as follows:

**SECTION I**

- 1.1 This Bylaw may be cited as the **“Committee of the Whole Bylaw”**.

**SECTION II - Definitions**

- 2.1 Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in Section 453 of the MGA.

- 2.2 In this bylaw the following terms shall have the meanings shown:

- a) “Committee” shall mean the Village of Barnwell Committee of the Whole.
- b) “Council” shall mean the Council of the Village of Barnwell
- c) “Council Member” shall refer to a Committee member who is a Councillor, and is appointed by Council to the Committee
- d) “MGA” means the Municipal Government Act of Alberta, RSA 2000, Ch. M-26, as amended and Regulations passed under that Act.

- e) "Member" shall mean a member of the Village of Barnwell of the Whole duly appointed by the Council of the Village of Barnwell in accordance with the act.

### **SECTION III – Appointment of Committee Members**

- 3.1 The Committee of the Whole shall be compromised of all Councillors.
- 3.2 The Committee of the Whole shall be chaired by members of Council as selected by Council.

### **SECTION IV – Committee Roles and Responsibilities**

- 4.1 Members shall
  - a) Read all agenda material and seek clarification from Administration on any matters as best as reasonable prior to meeting to make the most effective use the Committee's time;
  - b) Have a broad awareness of the interrelationship of the Municipality's strategic priorities/initiatives and its operations;
  - c) Understand the difference between the role of the Committee and the role of Administration;
  - d) Attend meetings and participate fully;
  - e) Discuss and provide feedback on the agenda issues in an open, honest and informed manner to assist the decision making process;
  - f) Actively contribute to the development of Committee recommendations and directions;
  - g) Respect the role of Chair; and
  - h) Respect the role of Administration.
- 4.2 The committee may:
  - a) Make recommendations to Council;
  - b) Receive reports from Administration or other Committee's Council;
  - c) Receive, or provide input into the development of financial reports, financial plans, or budgets;
  - d) Approve audit plans;
  - e) Refer any matter to Council for further discussion;
  - f) Recommend amendments to draft policies, bylaws, or other governing documents;

- g) Give direction to the Chief Administrative Officer; and
- h) Close the entire meeting or a portion of the meeting to discuss matters that are protected under the *Freedom of Information and Protection of Privacy Act*.

## **SECTION V – Meetings and Rules of Procedure**

### **5.1 The Committee shall meet:**

- a) As needed as determined by the Chairperson; notice of which shall be posted in the manner specified by Council as per the Municipal Government Act Revised Statutes of Alberta (R.S.A.) 2000 Chapter M-26 Section 606.1 and amendments thereto.

### **5.2 Agendas for the meeting**

- a) Items included on the Committee meeting agenda shall be the responsibility of the Chief Administrative Officer working in collaboration with the Mayor and Committee Chair.

### **5.3 Notice of Meetings**

- a) As per Section 195 of the Municipal Government Act, notice of Committee meetings shall be given 24 hours in advance and shall be advertised in the Administration building as well as on the Village website,
- b) Committee meetings shall be open to the public, however in the event that a Committee meeting or a portion of a Committee Meeting is closed from the public pursuant to any non-disclosure provision in the Freedom of Information and Protection of Privacy Act, the committee shall approve, by resolution, the meeting closure, shall indicate the reason for closing the meeting or a portion of the meeting under Part 1 Division 2 of the Freedom of Information and Protection of Privacy Act, and the Chief Administrative Officer shall record the names of those attending the closed meeting.

### **5.4 Mandate**

The Committee may consider any matter that Council may consider, including but not limited to, detailed consideration of the following matters:

- a) Finance

- b) Fire and Emergency Services
- c) Public Works
- d) Policy
- e) Lands and Development
- f) Strategic Planning

5.5 Minutes

Meetings minutes will be recorded without note or comment in accordance with Section 208 (1)(a) of the *Municipal Government Act*.

5.6 The Chair Shall:

- a) Preside over the Committee meetings.
- b) Sign the minutes of the Committee proceedings along with the Chief Administrative Officer,
- c) Liaise with Administration; and
- d) Report to Council on behalf of the Committee

**SECTION VI – Date of Effect**

This Bylaw shall take effect on the date of the third and final reading.

Read a First Time in Council this 16<sup>th</sup> day of March, 2023

Read a Second Time in Council this 16<sup>th</sup> day of March, 2023

BY UNANIMOUS CONSENT, Read a Third and Final Time in Council this 16 day of March, 2023

  
MAYOR

  
CHIEF ADMINISTRATIVE OFFICER