

**COMMITTEE OF THE WHOLE**

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**Authorizing or Mandating Legislation:** *Municipal Act, 2001*, Procedural By-law: 77-2021, as amended

**Policy:** Code of Conduct for Members of Council, Local Boards and Committees Policy  
**Approved:**

**Evaluation Date:**

**Date of Formation:** September 2021

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**1.0 PURPOSE**

- 1.1 Committee of the Whole (COTW) facilitates the decision-making process of Council. The COTW is comprised of all members of Council who fully participate in debate and forward recommendations to Council for final decision. The COTW is an important forum for policy debate and public input on issues within Council's area of responsibility. COTW is intended to replace the Tourism & Economic Development Committee, Parks, Recreation, Arts & Culture Committee, Striking Committee, Planning Advisory Committee, Personnel Committee and Mettawas Waterfront Park Fundraising Committee but does not limit the ability of the COTW to hear other matters under Council's jurisdiction. COTW meetings will be open to the public unless closed in accordance with the provisions of Municipal Act, 2001, as amended.

**2.0 MANDATE**

- 2.1 The COTW provides recommendations to Council and direction to Administration on matters within the jurisdiction of the Council of the Town of Kingsville.

**3.0 COMMITTEE PARTICULARS**

- 3.1 **Type:** Advisory, with limited authority to direct Administration as described below
- 3.2 **Composition and Term:**
- 3.2.1 COTW is comprised of all members of Town Council
  - 3.2.2 The Chair will be the Deputy Mayor
  - 3.2.3 The Vice-Chair will be nominated and elected at the beginning of each term by the members
- 3.3 **Procedural Matters:**
- 3.3.1 The Procedural By-law shall govern the proceedings of the COTW meetings.
  - 3.3.2 COTW shall make recommendations to Council, which shall be recorded and brought forward by the Clerk to Council for

consideration at Council's next regularly scheduled meeting, or as soon thereafter as practicable.

- 3.3.3 COTW shall give direction to Administration through the CAO. If in the opinion of the CAO the direction of the COTW will impact existing priorities of Council or is in conflict with any prior direction of Council, the CAO shall seek clarification in the form of a written report to Council at a subsequent meeting of Council.
- 3.3.4 All recommendations to Council, and direction to Administration, shall be made by way of motion by COTW to ensure that Council and Administration understand the will of the committee. Direction to Administration from individual members of COTW is not permitted.

### **3.4 Committee Questions:**

"Committee Questions" is a standing item on the COTW agenda and is intended as a placeholder for members to bring forward questions to each meeting as outlined below.

- 3.4.1 Individual members of COTW can bring forward questions to Administration on any matters under the jurisdiction of Council.
- 3.4.2 Members should provide questions to the Clerk in advance of the meeting to ensure Administration can prepare a response. Any questions not brought forward in advance may be considered at a future meeting.
- 3.4.3 The CAO shall determine which members of staff shall answer a question. The CAO may advise that an answer will be provided to COTW at a later time, in Closed Session (where permitted under the Act), or to Council through a written report at a later date.

### **3.5 Staff Reports:**

"Staff Reports" is a standing item on the COTW agenda and is intended for Administration to present reports either verbally or in written format.

### **3.6 Resources:**

- 3.6.1 Staff Support: CAO, Senior Management Team, Town Clerk, and other Managers as necessary

### **3.7 Meeting Frequency:** Third Monday of each month, except March, July, August and December, or any other special meeting at the call of the Chair

### **3.8 Remuneration:** None