



Bylaw 2024-1040  
Committee of the Whole Bylaw

A BYLAW OF THE TOWN OF TWO HILLS, IN THE PROVINCE OF ALBERTA, FOR  
THE PURPOSE OF IMPLEMENTING A COMMITTEE OF THE WHOLE BYLAW.

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**WHEREAS** pursuant to Sections 145 and 146 of the Municipal Government Act, being Chapter M-26 Statutes of Alberta, 2000, as amended, Council may pass a bylaw for the establishment and functions of council committees;

**AND WHEREAS** the Council of the Town of Two Hills considers it expedient to establish Committee of the Whole to support and facilitate the achievement of the Town of Two Hills' Strategic Plan, vision and goals;

**NOW THEREFORE** the Council of the Town of Two Hills, in the Province of Alberta, duly assembled hereby enacts as follows:

**The Title**

1. There is hereby established a committee known as the Committee of the Whole.

**The Committee**

2. The Committee shall consist of all members of Council.
3. The Mayor shall sit as Chair and in his/her absence the Deputy Mayor shall assume the Chair.
4. These meetings shall be open sessions with recorded minutes;
  - 4.1. The CAO, CFO or designate will keep minutes and provide administrative support for the Committee.

**Purpose**

5. The purpose of this Committee is to:
  - 5.1. Provide strategic oversight of progress of Council's Strategic Plan and monitor Council-established priorities, ensuring that programs and services authorized by Council are consistent with Council's Strategic Plan and that strategic objectives are being met; and
  - 5.2. Support Council's decision-making process by providing a venue for fulsome discussion and debate on key principles, ideas, or components of projects, policies, plans, or other things that will ultimately require Council direction or decision.
  - 5.3. The Procedure Bylaw shall govern the Committee and shall be binding upon all Committee Members.



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### Responsibility

6. The Committee will be open to the public however, may meet in closed session to discuss any matters in accordance with Section 197 of the Municipal Government Act.
  - 6.1. When the meeting is closed to the public the meeting may include a person or persons invited to attend by Council.
  - 6.2. The Committee may:
    - 6.2.1. Receive reports and updates from Administration related to the County's Strategic Plan, goals and objectives, and programs and services;
    - 6.2.2. Make recommendations to Council regarding any reports, updates, or presentations received by the Committee;
    - 6.2.3. Submit its reports directly to Council without a Committee recommendation;
    - 6.2.4. Refer an item to Administration with instructions;
    - 6.2.5. Refer an item to a Council Committee with instructions;
    - 6.2.6. Monitor progress on Council priorities, strategic initiatives, master plans, major projects (capital or operating), and planning initiatives;
    - 6.2.7. Receive presentations from the public and delegations; and
    - 6.2.8. Receive annual reports from Council Committees on Committee activities as required by the Council Committees Bylaw.
  - 6.3. There is no limit on the number of times a Member may speak to an item.
  - 6.4. Informal discussion of an item is permitted when no motion has been made.
7. The schedule for Committee Meetings is set by Council at a Regular Council Meeting or as part of the Organizational Meeting.

### Motions

8. The Committee may make the following motions: to postpone to a certain time or date, recommend, refer, refer to Council, and approve or adopt.
  - 8.1. A motion to postpone to a certain time or date:
    - 8.1.1. Is used if the Committee would prefer to consider an item later in the same meeting or at another meeting; and
    - 8.1.2. Is debatable only as to the advisability of the postponement and is amendable only as to the time specified.
  - 8.2. A motion to recommend:
    - 8.2.1. Is used to make a recommendation to Council for consideration on a pending item;



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- 8.2.2. Is debatable; and
- 8.2.3. May be amended.
  
- 8.3. A motion to refer:
  - 8.3.1. Is used to refer any motion to the appropriate Council Committee or to Administration for investigation and report; and
  - 8.3.2. Is debatable and amendable only as to the body to which the motion is referred and the instructions on the referral.
  
- 8.4. A motion to refer to Council:
  - 8.4.1. Is used to refer a pending item to Council for decision without a recommendation;
  - 8.4.2. Is not debatable; and
  - 8.4.3. May not be amended.
  
- 8.5. A motion to approve or adopt:
  - 8.5.1. Is used to adopt the Agenda of the Meeting; and
  - 8.5.2. Is used to approve the Minutes of a prior Meeting.

This Bylaw shall come into force and take effect on the date it is read a third and final time.

READ a first time this 26th day of March 2024.

READ a second time this 26th day of March 2024.

READ a third and final reading this 26th day of March 2024.

TOWN OF TWO HILLS

*Original Signed* \_\_\_\_\_

LEONARD EWANISHAN, MAYOR

*Original Signed* \_\_\_\_\_

ADAM KOZAKIEWICZ, C.A.O.