

SMOKY LAKE COUNTY



Title: Procedure and Transacting of Business by Council	Policy No.: 16-02
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Legislation Reference:	Municipal Government Act, Section 201
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Purpose:	To provide regulations for conducting business in Committee.
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<p>Policy Statement and Guidelines:</p> <p><i>Definitions:</i></p> <ol style="list-style-type: none">1. <u>Webster's Ninth New College Dictionary</u><ol style="list-style-type: none">a. Committee: A group of fellow legislators chosen by a legislative body to give Consideration to legislative matters.b. Committee of the Whole: The whole membership of a legislative house sitting as a committee and operating under informal rules.2. <u>Municipal Government Act, Chapter M-26-1 R.S.A., 1994, Section 203</u><p><u>Section 203(1),(2),(3):</u> A Council may be bylaw delegate any of its powers, duties or functions under this or any other enactment or a bylaw to a Council committee, the Chief Administrative Officer or a designated officer, unless this or any other enactment or bylaw provides otherwise.</p><p>A Council may not delegate:</p><ol style="list-style-type: none">a. Its power or duty to pass bylaws.b. Its power to make, suspend or revoke the appointment of a person to the position of Chief Administrative Officer.c. Its power to adopt budgets under Part 8.d. Its power with respect to taxes under Section 327, ande. A duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case by case basis, unless the delegation is to a Council Committee and authorized by bylaw.
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Policy Statement and Guidelines:

The Council when delegating a matter to a Council Committee, the Chief Administrative Officer or a designated officer may authorize the Committee or officer to further delegate the matter.

- A Committee to which a duty or power is delegated pursuant to sub Section (1) may exercise or perform it in a like manner and with the same effect as the Council.
 - A Council may appoint an Agricultural Service Board under the Agricultural Service Board Act.
3. The business of all Committees shall be conducted in accordance with the rules governing procedure in the Council, except that no motion need be recorded, no member shall be limited as to the number of times he/she may speak to the question under consideration, and no member may move the previous question, and in addition, the following rules shall be adhered to:
- a. The Chairman shall preside at each meeting and shall vote on all questions submitted, and upon an equal vote the question shall be negative.
 - b. The name of the Chairman shall appear on all reports and recommendations made by the Committee.
 - c. In the absence of the Chairman, and unless another has been appointed by the council, one of the other members shall be elected to preside and shall discharge the duties of the Chairman during the meeting or until the arrival of the Chairman.
 - d. The minutes of each Committee, shall be accurately kept in a book provided for that purpose, and at each meeting the minutes of the preceding meeting shall be submitted for confirmation or amendment, and after they are approved by a majority of the members present, shall be signed by the Chairman:

Please note: Committee minutes are not to be adopted or accepted by the Council.
 - e. When a decision takes place on any question, the vote of the members shall be recorded, if required by one of the members.

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Policy Statement and Guidelines:	
4.	<p>The general duties of all the Committees of Council shall be as follows:</p> <ul style="list-style-type: none"> a. To report of the Council whenever desired by the Council and as often as the interest of the County may require, on all matters connected with the duties imposed upon each such Committee and to recommend such action by the Council as it deems necessary within its terms of reference. b. To observe, unless otherwise specifically permitted, the rules prescribed by the Council. c. The reports of all Committees shall be made to the Council prior to the same being given to the public: <ul style="list-style-type: none"> i. Reports are to be <u>filed</u> with the council; ii. Resolution(s) are required by the council to take specific action on a recommendation referred to in the said report.
5.	<p>Contrary to the word “COMMITTEE”, that whenever the word Committee follows a designation, i.e. “Natural Gas Committee” and the said Committee is made up of all Councillors, the Committee meetings shall be treated in a like manner as regular meetings, thereby minutes, resolutions and bylaws may be prepared and passed.</p>
6.	<p>It shall by the duty of the Chairman to give notice of all meetings to all members of each Committee and such other persons whose presence is desired, and to attend, or cause to be attended by a Secretary, all meetings for the Committees, and to record minutes, reports and requests of all such meetings.</p>

	Date	Resolution Number
Approved	February 23, 1984	# 329 - Page 4734
Amended	March 23, 2000	# 323 - Page 6824
Amended		