

TOWN OF LOCKEPORT  
POLICY STATEMENT

Policy #L-001

Committee of the Whole

Effective Date:  
December 11, 2017

Revision Date:  
October 21, 2013  
February 9, 2016  
December 11, 2017

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1. This Policy shall be known and may be cited as the “Committee of the Whole Policy”.
2. The Council hereby establishes a Committee of the Whole, consisting of all members of Council, to meet at least once per month and at least two weeks prior to the regular meeting of Town Council.
3. The Committee of the Whole will be responsible for all matters that would be of concern to the Town Council other than those matters that are the responsibility of the Planning Advisory Committee.
4. Meetings of the Committee of the Whole shall be open to the public, unless the Committee is dealing with an issue that is confidential in nature as outlined in Section 22 of the Municipal Government Act. The public may address the Committee on an informal basis in any open meeting.
5. All meeting material, including all staff, Committee and Department reports, shall be delivered to the Town Office by 4:00 p.m. on the Tuesday preceding the scheduled Committee of the Whole meeting.
6. Meeting packages shall be distributed by noon on the Wednesday preceding the scheduled Committee of the Whole meeting.
7. The Committee of the Whole will meet for the purposes of discussion and possible recommendation to Council and no formal decisions will be made when Councillors meet as a Committee of the Whole.
8. Committee of the Whole may, in its discretion, decide not to refer a staff, Committee or Department recommendation to Council if the Committee of the Whole feels that the recommendation would not be appropriate.
9. (a) The Mayor shall act as Chairperson and presiding officer at the meetings of the Committee of the Whole.  
  
(b) In the absence of the Mayor, the Deputy Mayor shall act as Chairperson.  
  
(c) In the absence of both the Mayor and Deputy Mayor, the Committee of the Whole shall appoint a Chair from the members present.

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10. The Clerk/Treasurer shall act as the key staff resource to the Committee of the Whole.
11. The agenda for the Committee of the Whole meetings will be in the following format:
  - 1/ Call to order
  - 2/ Silence of electronic devices
  - 3/ Approval of agenda
  - 4/ Approval of previous minutes
  - 5/ Monthly Department reports
    - a) Fire Department/Medical First Responders (maximum 15 minutes)
    - b) Community Coordinator (maximum 15 minutes)
    - c) Public Works (maximum 15 minutes)
    - d) Economic Development (maximum 15 minutes)
    - e) Administration Report (maximum 15 minutes)
  - 6/ Financial Report
  - 7/ Other Business
  - 8/ Date of next meeting
  - 9/ "In Camera" if required
  - 10/ Adjournment
12. Committee of the Whole meetings will be held in Council Chambers the fourth Monday of each month at 1:00 p.m. In the event that the scheduled Monday falls on a holiday/cancellation beyond Council's control, the meeting will be postponed until the next regular business day at 1:00 p.m.

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Town Clerk/Treasurer's Annotation for Official Policy Book

Date of Passage of Current Policy: December 11, 2017

I certify that this Policy was adopted by Council as indicated above.

  
Town Clerk/Treasurer

December 12, 2017  
Date