

Municipal District of Bonnyville No. 87

Request for Decision (RFD)

Meeting:	Regular Meeting of Council
Meeting Date:	June 10, 2025
Originated By:	Stephanie Severin, Manager of Legislative and Information Services
Title:	Committee of the Whole Terms of Reference – Amendment

PROPOSAL & BACKGROUND

The Committee of the Whole reviewed the current Terms of Reference for its annual review and are recommending amendments with respect to Chair for meetings, to improve clarity and meeting efficiency.

Administration is presenting these amendments to Council for approval.

DISCUSSION ON BENEFITS, DISADVANTAGES & OPTIONS

Proposed amendments will help clarify how to proceed when the Chair is unable to attend a meeting, and improve efficiency by designating the Reeve as Chair in the Deputy Reeve's absence, but maintaining the current process as a backup, in the event it is necessary.

The Committee reviewed these Terms of Reference in May and are recommending adoption of the amended Terms, as presented.

Attached for Council's review:

- Appendix A: Committee of the Whole Terms of Reference

REFERENCE TO STRATEGIC PLAN

N/A

REFERENCE TO PROVINCIAL/FEDERAL LEGISLATION

N/A

COSTS & SOURCE OF FUNDING

N/A

COMMUNICATIONS STRATEGY

N/A

ADMINISTRATION RECOMMENDED ACTION

THAT Council adopts the amended Committee of the Whole Terms of Reference, as recommended by the Committee of the Whole.

COUNCIL OPTIONS

1. THAT Council adopts the amended Committee of the Whole Terms of Reference, as recommended by the Committee of the Whole.
2. THAT Council adopts the amended Committee of the Whole Terms of Reference, with further amendments as follows: _____.
3. THAT Council refers the amended Committee of the Whole Terms of Reference back to Administration for additional information regarding _____ and to bring it back to a future meeting.

Report Approval Details

Document Title:	Committee of the Whole Terms of Reference - Amendment June 10, 2025.docx
Attachments:	- Appendix A - Committee of the Whole Terms of Reference.docx
Final Approval Date:	May 28, 2025

This report and all of its attachments were approved and signed as outlined below:

Stephanie Severin