

Harvey Rural Community

Policy #2023-01 COUNCIL-IN-COMMITTEE MEETINGS POLICY

Policy Objective:

Meetings of the Harvey Rural Community Council shall be held at least once a month for the purpose of reviewing issues pertaining to the operation of the municipality. These will be known as Council-in-Committee (CIC) Meetings and shall be open to the public. The CIC meeting is the primary forum for policy debate and public input on issues within Council's area of responsibility. The CIC meeting provides an opportunity for all members of Council to participate in discussion and debate that results in final recommendations to Council at a regular meeting.

Policy Purpose:

The purpose of the CIC is to provide recommendations to Council and direction to staff on all matters affecting Harvey Rural Community

Policy Statement:

- a) The CIC will be comprised of the Members of Council, the CAO, and the Assistant Clerk. Other senior staff will be in attendance to make presentations and answers questions as required.
- b) The CIC will be responsible for all matters which would be of concern to the Harvey Rural Community Council.
- c) The Mayor shall act as chairperson and presiding officer at the meetings of the CIC. In the absence of the Mayor, the Deputy Mayor shall so serve.
- d) The CIC may receive delegations and submissions, receive information from senior staff on emerging items, and discuss and debate policy matters to formulate recommendations to Council.
- e) Members of Council shall submit all agenda items to the Clerk at least 48 (forty-eight) hours prior to the CIC Meeting. No additional items will be added to the agenda unless so approved by a majority vote of Council.
- f) Council or CIC may cancel or re-schedule a meeting of the CIC, providing the public is given at least four days' notice.
- g) The general rules of Council shall be observed during the CIC Meetings, except that no motions shall be brought forward, yeas and nays on any question shall not be recorded, and Members shall not be limited in the number of times they may speak on any question.
- h) A CIC Meeting may be closed to the public for the duration of the discussion if the discussions pertain to any matter that may be conducted in a Closed Meeting as defined in this by-law and Section 68 of the *Local Governance Act*.
- i) Staff reports shall be presented to the CIC.
- j) CIC may, in its discretion, decide not to refer a staff recommendation to Council if the Committee feels that recommendation would not be appropriate at that time.
- k) The Clerk shall keep full minutes of all the discussions and recommendations of the Committee of the Whole.

Date of Adoption by Council: _____

Clerk's Signature _____