



## COMMITTEE OF THE WHOLE INFORMATION REPORT

To: Mayor and Council

Date: November 16, 2021

From: Paul Gipps, CAO

Subject: **Committee of the Whole Procedures**

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### BACKGROUND

The City of West Kelowna, like most Local Governments in BC, have established a “Committee of the Whole” for Council to work as an entity through more detailed issues or workshops while not wearing their official Council hat. This is a typical arrangement and is authorized through the Council Procedure Bylaw. Most Local Governments, in my experience, when Council is operating as the Committee of the Whole, only make recommendations to Council for consideration of those recommendations at a future meeting. The City of West Kelowna’s Council Procedure Bylaw is somewhat unique in that it does give the Committee of the Whole the authority to pass resolutions as if they were wearing their official Council hat.

In discussions at a previous Committee of the Whole there were some concerns raised about how best to use this committee structure but not advance business as Council.

I have given some thought to this and offer the following suggestions:

- 1) Staff will only provide information reports or recommendations that the Committee of the Whole advance to a future Council meeting. I.e.: “That the Committee of the Whole recommend to Council at a future meeting to ...”. This is an easy step and will still allow the Committee of the Whole the option of advancing a time sensitive issue, should they decide, at that meeting.
- 2) Alternatively, Council can amend the Council Procedure Bylaw and remove that authority from the bylaw. This will require public notification and input at a future meeting.

### CONCLUSION

By establishing a template report form for staff to use while submitting reports to the Committee of the Whole the decision to use the authority under the Council Procedure Bylaw will only occur when the Committee directs such a motion.

### APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes  No