



**Subject:** *Council Procedural Policy - 2024 Annual Review*  
**To:** Corporate & Residential Services Committee  
**Date Prepared:** April 10, 2024  
**Related Motions:** C23(404)  
**Prepared by:** Sheralee MacEwan, Assistant Municipal Clerk  
**Approved by:** Kim Ramsay, Chief Administrative Officer

### Summary

Annual review of the Council Procedural Policy per Section 1.4 of the Council Procedural Policy; as well as, housekeeping updates based on decisions of Council over the past year.

#### **Recommended Change #1:**

Council approved an update to Bylaw P-700 Heritage Property Bylaw permitting the Planning Advisory Committee to act as the Heritage Advisory Committee:

Section 4.1.2.2

Planning Advisory Committee (may also act as the Heritage Advisory Committee per Bylaw P-700, Heritage Property Bylaw);

#### **Recommended Change #2:**

A legal opinion recommended clarification of the role of Council members appointed to external Boards/Committees:

Section 4.1.8

Council members appointed to external Boards/Committees are appointed in their capacity as a Council member and as a representative of the Municipality with the intent that they act in the best interest of the Municipality.

#### **Recommended Change #3:**

As a result of Council's direction per C23(404) "Passed that Council bring back an update to the Council's Procedural Policy clarifying the roles of individual Councillors and of Council (as a group) when corresponding with other levels of government", Staff recommend the following section be added.

Section 9.1.3

Except when dealing with the local MLA or MP on a local District issue, Council members shall not engage or communicate with members of other levels of government, government departments/agencies, municipal vendors, or other corporations on specific municipal matters unless authorized to do so by Council or the Warden. If Council has directed Staff to engage members of other levels of government or an organization on a specific topic, local or otherwise, individual Councillors may not speak on behalf of Council on the issue.

### Financial Impact Statement

None

## Recommendation

That Corporate & Residential Services Committee recommends that Council give notice of intent to approve and to give approval to the updates to the Council Procedural Policy as attached to the April 16, 2024 Executive Committee agenda.

## Recommended Motion

**Regular Meeting of Council (Policy & In-Camera) - April 16, 2024**

*Move that the Corporate & Residential Services Committee recommends to Council that Council give notice of intent to approve the Council Procedural Policy as attached to the Executive Committee agenda dated April 16, 2024.*

**Regular Meeting of Council - April 24, 2024**

*Move that the Corporate & Residential Services Committee recommends to Council that Council approve the Council Procedural Policy as attached to the Executive Committee agenda dated April 16, 2024.*

---

## Alternatives

Other direction at the discretion of Committee.

---

## Attachments

Council Procedural Policy draft - April 2024