

# Report

Date August 21, 2024  
Subject Council Policy Updates

File:

## PURPOSE

To consider amendments to the following policies to align with the Council and Committee Procedures Bylaw that was adopted on July 17, 2024:

- Council Advisory Body Policy
- Consent Agenda Policy
- External Appointments Policy
- Notice of Motion Policy

## BACKGROUND

Council adopted the Council and Committee Procedures Bylaw No. 3945, 2024, on July 17, 2024. To support Council meetings to a higher degree staff have identified that the following existing policies required review and updates:

- Council Advisory Body Policy
- Consent Agenda Policy
- External Appointments Policy
- Notice of Motion Policy
- Public Hearing Procedures Policy
- Public Input and Meeting Conduct Policy

The following new policies have been identified and will be brought to future meetings for Council's consideration:

- Agenda and Minutes Policy
- Delegations and Presenters Policy
- Electronic Meeting Participation Policy
- Petitions Policy

## DISCUSSION

### Council Advisory Body Policy

A few amendments are required to the [Council Advisory Body Policy](#) to better align with Council and Committee Procedures Bylaw No. 3945. Staff propose the following changes be made to the policy:

- (a) Striking out "Council Procedure Bylaw" and inserting "Council and Committee Procedures Bylaw" in its place throughout the policy;
- (b) Inserting the definitions for "Delegation" and "Presenter" from the Council and Committee Procedures Bylaw No. 3945 into section 3 [Definitions]; and,
- (c) Deleting the first sentence in section 4.2 and inserting "Although Members of the Public are not provided with an opportunity to provide input at an Advisory Body meeting, a Delegation or a

Presenter may make a presentation to an Advisory Body if authorized under the Council and Committee Procedures Bylaw” in its place.

A copy of the draft Council Advisory Body Policy with the above-noted revisions has been appended to this report (Attachment 1).

### **Consent Agenda Policy**

A review of the [Consent Agenda Policy](#) was completed, and although staff did not find any inconsistencies with Council and Committee Procedures Bylaw No. 3945, 2024, that required amending, staff did find a provision that is problematic to administer, so staff propose the following change be made to the policy:

- (a) Deleting the following words from the last sentence in section 4.3 “and copied to Council, advising that Mayor and Council has received their correspondence and that their correspondence will be placed in an upcoming Consent Agenda.”

A copy of the draft Consent Agenda Policy with the above-noted revision has been appended to this report (Attachment 2).

Staff recommend providing a link to the Consent Agenda Policy in the agenda (in the description below “Approval of Consent Agenda”) so that any member of the public who has submitted correspondence to Council can review the policy to understand better why their correspondence was or was not included in the Council meeting agenda.

### **External Appointments Policy**

A review of the [External Appointments Policy](#) was completed. Though staff did not find any inconsistencies with Council and Committee Procedures Bylaw No. 3945, 2024, that required amending, staff propose the following changes to the policy:

- Update the scope and remove “employees”;
- Add the list of legislated and jurisdictional boards and committees that Council appoints representatives to at the inaugural meeting;
- Combine portions of section 3.2 (liaison is not an advocate) with section 3.3; and,
- Updates were made to include gender-neutral language.

A copy of the draft External Appointments Policy with the above-noted revisions has been appended to this report as Attachment 3. In future, Council may wish to establish a detailed process within this policy to:

- Determine how members of Council are appointed to external boards or committees (e.g., appointed by the Mayor or Council resolution), including the Cowichan Valley Regional District Board of Directors; and,
- Advise other organizations wishing to request Council’s participation on their board or committee.

Staff recommends providing a link to the External Appointments Policy in the inaugural meeting agenda as it would be beneficial to Council as a reminder of what their role is when appointed to serve on an external organization as a liaison.

## Notice of Motion Policy

A review of the [Notice of Motion Policy](#) was completed. Staff found that the only update needed was the reference to Council Procedure Bylaw No. 3602 (in the definition for Regular Council Meeting, section 4.8, and the Related Policies and Procedures), which needs to be updated to reflect Council and Committee Procedures Bylaw No. 3945, 2024, which required amending.

A copy of the draft Notice of Motion Policy with the above-noted revisions has been appended to this report (Attachment 4).

There is a link to the Notice of Motion Policy in the agenda within the Notices of Motions description.

## Public Hearing Procedures Policy

A review of the [Public Hearing Procedures Policy](#) was completed, and staff have identified that a complete rewrite is required for this policy to align with Council and Committee Procedures Bylaw No. 3945, 2024. The updated policy will be brought to a future meeting for Council's consideration.

## Public Input and Meeting Conduct Policy

A review of the [Public Input and Meeting Conduct Policy](#) was completed, and staff have identified that a complete rewrite is required for this policy to align with Council and Committee Procedures Bylaw No. 3945, 2024. The updated policy will be brought to a future meeting for the Council's consideration.

## OPTIONS

1. **(Recommended Option)** THAT Council approves the amendments to the following policies as outlined in, and appended to, the Manager, Legislative Services report dated August 21, 2024:
  - (1) Council Advisory Body Policy
  - (2) Consent Agenda Policy
  - (3) External Appointments Policy
  - (4) Notice of Motion Policy
  - The recommended option ensures that these policies align with the newly adopted Council and Committee Procedures Bylaw No. 3945, 2024.
2. THAT Council refers the following policy to a future Committee of the Whole meeting for further review and discussion:
  - (1) [enter name of policy]
  - If Council wishes to propose further amendments to a policy, best practice would be to bring it to a future Committee of the Whole for a more fulsome review and discussion.

## IMPLICATIONS

If Council approves the amended policies, they will be replaced on the website, and links to them will be included on the agenda cover page. This will increase transparency and provide members of the public with easy access to the information.

There are no financial implications to note.

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**RECOMMENDATION**

THAT Council approves the amendments to the following policies as outlined in, and appended to, the Manager, Legislative Services report dated August 21, 2024:

- (1) Council Advisory Body Policy
- (2) Consent Agenda Policy
- (3) External Appointments Policy
- (4) Notice of Motion Policy

Report prepared by:



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Report reviewed by:



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**Approved to be forwarded to Council:**



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Ted Swabey  
Chief Administrative Officer

Attachments:

- (1) Council Advisory Body Policy\_amended\_2024-08-21
- (2) Consent Agenda Policy\_amended\_2024-08-21
- (3) External Appointments Policy\_amended\_2024-08-21
- (4) Notice of Motion Policy\_amended\_2024-08-21