


ATTACHMENT C

		<p><b>POLICY AND PROCEDURE MANUAL</b></p>	
<p><b>Category:</b> Administrative Services</p>	<p><b>Number:</b> ADM.42(C)</p>	<p><b>COUNCIL LIAISON TO EXTERNAL AGENCIES</b></p>	
<p><b>Type:</b></p> <p><input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure</p>	<p><b>Authority:</b></p> <p><input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative</p>	<p><b>Approved By:</b></p> <p><input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head</p>	
<p><b>Office of Primary Responsibility:</b> Legislative Services</p>			
<p><b>Date Adopted:</b> February 6, 2023</p>	<p><b>Council Resolution No:</b> RC23-051</p>	<p><b>Date to be Reviewed:</b> January of each new Council term</p>	
<p><b>Manner Issued: Website, Pipeline</b></p>			

**BACKGROUND**

City of Mission Council has a responsibility to participate in various regional government boards, committees or commissions. Council may assign a member to participate on the board or as a member to the committees established by outside agencies. This policy does not apply to committees or boards that are established by Council.

**PURPOSE**

The purpose of this policy is to establish guidelines for the appointment of Council representatives to regional government board or outside agency committees/boards, and to clarify the roles and responsibilities.

**POLICY**

1. Definitions

“**City**” means the City of Mission.

“**Committee**” in this policy means a committee, board or commission established by an Outside Agency.

“**Council**” means the duly elected officials of the City, those being the Mayor and Councillors.

“**Membership Agency**” means an outside organization that provides a direct, publicly funded service to the City and to which the City is a full voting member with responsibilities to advance the interests of the City (Examples: Joint Shared Services Committee, Fraser Valley Regional Library Board, Municipal Insurance Association of BC).

“**Outside Agency**” means an external organization, corporation, non-profit society or community group that undertakes work which serves broad community interests of a social, environmental or public wellness nature.

**“Regional Government Board”** means a public body or Regional District authority that has been duly constituted to deliver services on behalf of several local governments and/or electoral areas.

## 2. Appointments

- .1 Council will appoint members to a Regional Government Board and/or Membership Agency as required by the applicable statutes, bylaws or policies governing that organization or body, for the purpose of actively representing the financial or other interests of the City (as opposed to attending in a liaison role).
- .2 Council may appoint a Council representative or liaison to various Outside Agencies upon request to facilitate ongoing communication between Council and the Outside Agency on matters concerning the City.
- .3 When determining appointments, Council may consider factors such as schedule availability, areas of interest, personal interest, expertise or education and potential conflicts of interest.
- .4 Requests from an Outside Agency should be made in writing addressed to Mayor and Council. Requests will be reviewed by Council to ensure alignment with Council’s strategic plans and goals, and may not be fulfilled.
- .5 Council liaisons are not typically appointed to neighbourhood associations, sporting clubs, ratepayers associations, political advocacy groups, service clubs or religious groups. Any such community group is welcome to invite members of Council as guests to meetings and events.

## 3. Roles and Responsibilities

- .1 A member of Council that is appointed to a Regional Government Board as a member or alternate will participate fully in the business of the board. There is no conflict for a Council member who is appointed to sit on such a board who then participates in debate or discussion at the Council table about the City’s continuing involvement in such a regional function, or any other debate related to Council’s involvement with said Board.
- .2 The role of a Council liaison to an Outside Agency is to provide an impartial communication conduit between said Agency and Council.
- .3 The liaison is not empowered to make decisions or commitments on behalf of Council, unless that person has received express authority to do so from Council, or unless the matter has been previously approved through Council resolution or established City policy.
- .4 The Council liaison attending a Committee meeting shall not participate in any voting as doing so may put the City in a position of conflict, unless the Outside Agency is governed by a provincial or federal statute that requires the Council liaison (as a member) to vote. In this case the Council liaison may participate in voting so long as the matter does not place the liaison in a position of conflict of interest.
- .5 The Council liaison must not participate in Committee meetings that deal with personnel, legal matters, or other confidential matters of the Committee such as negotiations with the City. Doing so may put the Council liaison in a position of conflict with respect to matters that come before Council having to do with that group.
- .6 The Council liaison may, at their discretion, provide a verbal update to Council and the public regarding the Outside Agency at a Regular Council meeting during the “Council Member Updates” section of the agenda.

**\*\*\*END OF POLICY\*\*\***

**RELATED BYLAWS, POLICIES, PROCEDURES, AGREEMENTS**

Code of Responsible Conduct ADM.24(C)  
Council Governance Policy ADM.32(C)  
Committees of Council Policy ADM.41(C)

Record of Amendments/Review:

<b>Policy No.</b>	<b>Date adopted</b>	<b>Date reviewed</b>	<b>Amended Y/N (or repealed)</b>	<b>Date reissued</b>	<b>Authority (Resolution No.)</b>
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