
TO: Mayor Kogon and Members of Council

SUBMITTED BY: Natalie LeBlanc, Municipal Clerk

DATE: April 17, 2023

SUBJECT: Proceedings of Council Policy Amendments

ORIGIN: Request to include Territorial Acknowledgement at Committee of the Whole, as well as the ongoing Policy review.

LEGISLATIVE AUTHORITY: MGA 23(1) The council may make policies (a) respecting the date, hour and place of the meetings of the council and the notice to be given for them; and
(b) regulating its own proceedings and preserving order at meetings of Council

RECOMMENDATION: That Council forward to the April 24, 2023 regular meeting approval of the amendments to the Proceedings of Council Policy #10350-24.

BACKGROUND: The Proceedings of Council Policy sets out the requirements for the conduct of meetings and the preparations of the meeting materials for Council and the public. In reviewing the Policy it was noted that the reading of the Territorial Acknowledgement is not included on the agenda of Committee of the Whole. In keeping with the requirement to include the territorial acknowledgement on all committee agendas it is proposed that it be added to the COW agenda as listed in the policy.

DISCUSSION: As the policy spells out what is contained on Committee of the Whole and Council agendas, and as staff are currently conducting a review of our policies, staff thought it would be appropriate to review this policy in its entirety and recommend all and any changes they felt necessary at this time.

The proposed amendments reflected in the policy include adding the Territorial Acknowledgement to the Committee of the Whole agenda template, change the time and date of when public hearings are held, removing the national anthem from the Council agenda template, as well as some housekeeping amendments, such as removing the requirement to raise a hand to be recognized by the Chair.

Staff have also removed the definition of “committees” from the policy as this policy is written in such a way that it pertains to Council and Committee of the Whole meetings. Staff have drafted a new Council Committees Policy for Council’s consideration that addresses how other Statutory, Special and Standing Committees should be conducted.

FINANCIAL IMPLICATIONS: There are no financial implications to amending this policy.



COMMUNITY ENGAGEMENT: There has been no community engagement. If Council approves the amendments the policy will be available on the Town of Amherst website.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ALTERNATIVES:

- 1- Approve the policy with the amendments as presented
- 2- Approve the policy amendment with alternative language

ATTACHMENTS: Proceedings of Council Policy Amended, Proceedings of Council Policy with Proposed Amendments

Report prepared by: Natalie LeBlanc, Municipal Clerk
Report and Financial approved by: