



## AMHERST TOWN COUNCIL

RFD# 2024040

Date: April 22, 2024

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**TO:** Mayor Kogon and Members of Council

**SUBMITTED BY:** Natalie LeBlanc, Municipal Clerk

**DATE:** April 22, 2024

**SUBJECT:** Proceedings of Council Policy Amendments

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**ORIGIN:** Review of By-Laws and Policies

**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 approve 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, as well as how requests to present to Council are "approved".

**DISCUSSION:** Staff often receive requests to present to Council from individuals and organizations. Sections 78 and 79 of the policy currently states that such requests go to Committee of the Whole to see if Council would like to hear the presentation, then the presentation is scheduled for the next Committee of the Whole meeting. Staff would like to change this so that requests to present can be "approved" by the Mayor, and when and if required be forwarded to Committee of the Whole for them to decide if they would like to hear the presentation.

**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:** This will limit the time an individual or organization will have to wait to give their presentation to Council, which may sometimes be of a time-sensitive nature.





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### **ALTERNATIVES:**

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

**ATTACHMENTS:** Proceedings of Council Policy with amendments

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

