
Date

The following was adopted as Policy by Resolution No. 20.12.212 at the Regular Council Meeting held on December 1, 2020.

Purpose

The purpose of the External Representation & Liaison Policy is to ensure consistency of Council's voice and message when dealing with external groups, committees, agencies, and meetings while representing Council's position.

Policy

1. **Applicability:** This policy applies to both individual Council members while in discharge of their duties on external committees or commissions and Council as a whole while in meetings with external agencies and other levels of government.

This policy does not apply to Council Committees or Commissions as they are regulated under the District of Lake Country's Procedure Bylaw.

2. **Scope:** The provisions herein apply to the following interactions:
 - a. Union of British Columbia Municipalities (UBCM);
 - b. Federation of Canadian Municipalities (FCM);
 - c. Southern Interior Local Government Association (SILGA);
 - d. School District 23;
 - e. Interior Health Authority;
 - f. Council to Council meetings with other Local Governments and First Nations;
 - g. Meetings with Provincial Ministers, MLA's and MP's;
 - h. External stakeholders and organizations, including those to which Council members are appointed, when the whole Council is involved;
 - i. Public Engagement Meetings.
3. **Approach:** With the assistance of the appropriate staff as assigned by the Chief Administrative Officer, the following steps will be followed:
 - a. **Agenda:** Whenever possible, an agenda for a meeting within the scope of this bylaw, will be established two weeks prior to the meeting unless there is an urgent situation that cannot warrant a long preparation time. In addition, and if feasible, individual members of Council and Senior Staff will be requested to provide items to be placed on the agenda two weeks prior to the agenda preparation;
 - b. **Briefing Paper:** A Briefing Paper will be prepared by the appropriate staff, under the direction of the Chief Administrative Officer, for each item to be discussed at the meeting. The paper will be one page long and will contain all essential information that needs discussion at the meeting, as follows:

- i. **Background Information:** This includes a definition of the issue and how it is affecting the community or the organization;
 - ii. **District's Request and Recommendations:** These need to be specific and in bullet point with a short description of how the request and recommendations would address the main issue.
 - c. **Strategy Session:** Council, the Chief Administrative Officer, and the appropriate Senior Staff, will meet in the next Strategy Session following the creation of the agenda for the meeting to discuss:
 - i. **What is the main message** that needs to be conveyed to the other party. If a Briefing Paper is already available, the discussion will be around the content of the paper;
 - ii. **Who is to convey the message.** While the Mayor is the official Spokesperson for Council, it may be appropriate to select a specific member of Council to represent Council and present the issue and the suggested solution.
4. **Meeting Procedure:** At the meeting, the Mayor or his delegate in the Mayor's absence will briefly introduce the Council member who is going to represent the District on the specific issue to be addressed. Council members may intervene to support the points made by the presenter. Some of these meetings have a limited time allotment. In this case, both the presenter and the other Council members will need to be sensitive to the time and ensure that the objective of the meeting is accomplished.

No side issues should be brought up at that meeting, while the discussion focuses on individual agenda items (in other words, if not on the agenda, an item is not for discussion).

If appropriate, notes of the meeting will be recorded by the CAO or the CAO's delegate attending the meeting. A summary of the meeting notes and required actions agreed upon will be circulated by Staff at the earliest time possible after the meeting.
5. **Follow Up:** All necessary follow up will be discussed with Council at a subsequent Strategy Session and actioned by Staff as appropriate and as assigned by the Chief Administrative Officer.
6. **Public Engagement Meetings:** Public engagement meetings will follow the procedures outlined in this policy. Meetings held in a Ward will be chaired by the Councillor from that Ward. Staff may assist as required.

Original signed by James Baker
Mayor

Original signed by Reyna Seabrook
Corporate Officer