



## DISTRICT OF NORTH SAANICH

### COUNCIL POLICY

<b>TITLE: COUNCIL LIAISON TERMS OF REFERENCE</b>	<b>NO. COU-018</b>
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#### **Intent Statements**

1. The intent of Council establishing a Council Liaison with an external organization is to:
  - (a) Facilitate communication between North Saanich Council and the organization;
  - (b) To support mutual understanding and cooperation;
  - (c) To support ongoing respectful relationships; and,
  - (d) To represent Council's goals in all discussions.

#### **Principles**

2. The Liaison role should be carried out in the context of the Councillor's responsibility as a member of Council, which is to represent Council's will and the community of North Saanich.
3. All communications should be guided by Council's goals and objectives on any given matter.
4. The Liaison should first discuss with Council the purpose and goals of any substantive communications with the organization in order for the Liaison to be able to understand Council's will on the matter. This principle respects the role of Council in setting policy direction for the municipality.
5. The Liaison may participate in the organizations events, meetings and other communications in order to hear and convey communication on general and specific matters to Council.
6. The Liaison role does not include engaging in specific administrative matters or negotiations.

#### **Responsibilities**

7. The Liaison shall undertake to receive Council direction prior to communicating a North Saanich position in any discussion.

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- 8. The Liaison shall provide written briefings to Council on all communications undertaken by the Councillor in this role.
- 9. The Liaison shall work to promote respectful, cooperative and positive relations between the organization and North Saanich.
- 10. The Liaison shall consult with the District's CAO on communication matters involving administration.
- 11. The Liaison shall provide a copy of the organization's minutes (digitally or paper copy in the reading file) where such minutes exist and are not confidential.

**Obligations**

In order to have a clear protocol for Council liaisons to report back to Council on meetings the liaison has attended on behalf of the Council, the following protocol for reporting is expected of all liaisons:

- 12. Provide a written report on meetings at a meeting of Council within 30 days of the meeting the liaison attended.
- 13. List the relevant agenda items discussed at the meeting.
- 14. Advise as to the liaison's contribution to the discussion.
- 15. Report on any outcomes (decisions, resolutions, next steps) from the meeting.

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