

ATTACHMENT 2

APPENDIX 10(a)

Procedures for Strategy and Briefing Sessions

The following Procedures Apply to Both Strategy and Briefing Sessions:

- 1. Dates and times for sessions should be set well in advance where practical.**
- 2. The CEO will ensure timely written notice and the agenda for each session is provided to all members.**
- 3. Session papers should be distributed to members at least three days prior to the meeting. This does not preclude submission of late items where considered appropriate by the CEO.**
- 4. The Mayor/Chairman of Commissioners or other designated member is to be the presiding member at all sessions.**
- 5. Elected members/Commissioners, employees and consultants shall disclose their financial and conflicts of interest in matters to be discussed.**
- 6. Interests are to be disclosed in accordance with the provisions of the Act as they apply to ordinary council meetings. Persons disclosing a financial interest will not participate in that part of a session relating to their interest and shall leave the meeting room.**
- 7. There is to be no opportunity for a person with an interest to request that they continue in the session.**
- 8. A record should be kept of all sessions. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.**
- 9. Elected members/commissioners have the opportunity to request matters be included on the agenda for consideration at future Strategy or Briefing Sessions by:**
 - a) Request to the Mayor/Chairman;**
 - b) Request to the Chief Executive Officer; or**
 - c) Submitting a Notice of Motion to a council meeting in keeping with Standing Orders.**

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APPENDIX 10(a)

Procedures Specific to Strategy Sessions.

- 1. Discussion between members is to be limited to those issues which are in the preliminary development stages.**
- 2. As discussion items are not completely predictable, there is to be some flexibility as to disclosures of interest. A person may disclose an interest at the time discussion commences on an issue not specifically included on the agenda.**
- 3. In specific instances when it is considered appropriate by elected members/Commissioners to be more fully informed on a matter, applicants and proponents may be invited to provide a presentation at a Strategy Session.**

Procedures Specific to Briefing Sessions

- 1. Briefing Sessions will be open to the public unless the session is being briefed on a matter for which a formal council meeting may be closed.**
- 2. Briefing Sessions will be the forum that ratepayer, community and other groups and members of the public can make a deputation on council meeting Agenda matters before the Council. Persons wanting to arrange deputations must do so in keeping with the procedures then applicable.**
- 3. Items to be addressed will be limited to matters listed on the forthcoming agenda.**
- 4. Briefings will only be given by staff or staff and consultants, for the purpose of ensuring that elected members and the public are more fully informed.**
- 5. All questions and discussions will be directed through the chair. There will be no debate style discussion as this needs to take place in the ordinary meeting of council when the issue is set for decision.**
