

Memorandum to Council

Office of the Town Clerk



To: Mayor and Members of Council
CC: n/a
From: Chris Harris, Town Clerk
Date: January 15, 2024
File #: Staff Report CLK 02-24
Subject: Council Resolution #183-23 re Council Attendance at Business Openings

**Acknowledged by M. Gaskell,
Chief Administrative Officer**

An inquiry was received from a Member of Council on how the recommendation within Staff Report CLK 02-24, Re: Council Participation at Community Events Protocol and Attendance Guidelines Policy, responds to Council Resolution #183-23 adopted on October 2, 2023. Reference to this resolution was inadvertently omitted from the background section of the Staff Report.

Members of Council - Attendance at Business Openings

Resolution #183-23

That the Clerk be directed to report back with a draft policy that would create a process to have the Mayor and Councillors' Office invite all Members of Council to every business opening where the presence of Members of Council is requested.

Carried

The draft Policy appended to Report CLK 02-24 provides that all Members of Council will be invited to a business opening when the invite is received by the Mayor and Councillors' Office and addressed to Members of Council or select Councillors. There are two scenarios where scheduling for all Members of Council would not automatically be arranged by Staff in the Mayor and Councillors' Office:

- The invite is addressed only to the Mayor, in which case the Mayor will direct how the invite will be handled (see subsection 5.1.1 of the draft Policy and Section 4 of the Staff Report for further information); and,

- The invite is received directly by a Councillor who responds and coordinates their attendance directly with the organizer, recognizing that in such instances the Member would attend the event in an informal capacity (see subsection 5.1.4 of the draft Policy).