

<b>Title: DISTRIBUTION OF CITY COUNCIL PACKET MATERIALS</b>		<b>Number: 0138</b>
<b>Reference:</b> Board of Commissioners - October 12, 2005	<b>Adopted by City Council:</b> October 17, 2005	<b>Supersedes:</b>
<b>Prepared by:</b> CITY CLERK DEPARTMENT		

## STATEMENT

THE FOLLOWING PRINCIPLES / PROCEDURES ARE TO PROVIDE GUIDANCE WITH RESPECT TO THE DISTRIBUTION OF CONFIDENTIAL COUNCIL MATERIALS IN SITUATIONS WHERE COUNCIL MEMBERS MAY HAVE PECUNIARY INTERESTS.

## PRINCIPLES

1. Council members are responsible to identify and declare their own pecuniary interests.  
Reference: Municipal Government Act (Sections 169 to 179)
2. Council members are required to maintain confidentiality (Municipal Government Act Section 153).
3. As a general rule, a council member should receive all written materials to be considered by City Council.
4. A council member who has a pecuniary interest should not have access to confidential information pertaining to the matter.

## ROLE OF COUNCIL

To receive, review and adopt this policy and recommended amendments thereto.

Policy 0138 – Distribution of City Council Packet Materials		PROCEDURE
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## 1. PROCEDURES

- 1.01 If a council member has previously declared a pecuniary interest in a matter and the City Clerk or designate has been advised in advance by the committee considering the matter or its designate that the matter will be considered again by Council, the City Clerk or designate will attempt to contact the council member to make the following inquiries:
  - (a) Does the council member intend to declare a pecuniary interest when the matter is considered by Council?
  - (b) If so, does the council member agree that the recommendation and any related materials should be withheld from the council member?
- 1.02 If a council member has not previously declared a pecuniary interest in a matter, and the committee dealing with the matter believes that the council member may have a pecuniary interest:
  - (a) The committee or designate may request the City Clerk or designate to contact the council member to make the inquiries set out in paragraph 1.02(b).
  - (b) Upon receiving the committee's or designate's request, the City Clerk or designate will attempt to contact the council member to make the following inquiries:
    - (1) Does the council member intend to declare a pecuniary interest when the matter is considered by Council?
    - (2) If so, does the council member agree that the recommendation and any related materials should be withheld from the council member?
- 1.03 If the council member agrees that the recommendation and related materials should be withheld, the City Clerk or designate will direct that the recommendation and materials be withheld from that council member's council packet.
- 1.04 If the council member does not agree that the recommendation and related materials should be withheld:
  - (a) The City Clerk or designate will inform the committee or its designate of the position taken by the council member; and
  - (b) The City Clerk or designate will not withhold the recommendation and materials from the council member's council packet.
- 1.05 A council member who intends to declare a pecuniary interest in a matter may request the City Clerk or designate to withhold the recommendation and related materials from the council member's council packet.
- 1.06 This process does not apply to matters considered at open Council meetings. All council members will receive the materials to be considered by Council.