



City of Grand Forks
7217 4th Street
Grand Forks, BC V0H 1H0
250.442.8266
www.grandforks.ca

Council Policy

Council Liaison

Approval Date: June 21, 2021

Resolution No.: R162/21/06/21

Rescinded: N/A

Contact Department: Corporate Services

Purpose

The purpose of this policy is to define the role of the Council Liaison when it is not otherwise defined by regulation, as is the case with the Regional District of Kootenay Boundary (RDKB) and the West Kootenay Boundary Regional Hospital District (WKBHHD) board.

Intent

This policy will provide community organizations requesting or requiring a Council Liaison appointee with clarity as to the expectations of a Council Liaison and the expectations of the organization. This Policy is also intended to provide for a listing of all appointments of Council.

Definitions

In this policy,

“**Council Liaison**” refers to a position assigned to a Council member where the primary objective is to maintain good communications and to enhance the relationship between a community organization and the City of Grand Forks.

“**Staff**” means the Chief Administrative Officer or delegate.

Policy Statements

1. Appointments

- a. The Mayor will propose recommendations for appointments to various community organizations where the relationship between the City and the community organization is deemed important to achieving the City’s mandate and goals.

The Mayor will consult with each member of Council, and may consider factors including availability, personal interest, expertise or education, continuation of the work, conflicts of interest, or broadening a Councillor’s knowledge base when determining the appointment recommendations.

- b. The initial appointments will occur at the inaugural meeting of Council after each general election and may be amended from time to time. The appointments should be reviewed annually thereafter.
- c. Any appointments or changes in appointments require a Council resolution to take effect.
- d. Staff will inform the respective organization in writing following an appointment.
- e. There is no maximum term length for appointments; however, it may not be advisable to change in the middle of an important initiative to ensure continuity of the work.
- f. Community organizations should contact the Mayor to discuss or request a Council Liaison.

2. Accountabilities

- a. Council Liaison positions are accountable to the community organizations to which they are appointed in the following ways:
 - i. To facilitate communication between the community organization and Council where there are matters of common interest, and to help the organization navigate its dealings with Council.
 - ii. To help the organization understand the expectations of Council concerning the functioning of the organization.
 - iii. To attend meetings of the community organization when the Council Liaison is available and time permits. If the Council Liaison is unable to attend a meeting, the Council Liaison may arrange for an alternate Council Liaison to attend if an alternate has been appointed.
- b. The Council Liaison will not make commitments on behalf of the City which are not already covered by policy, resolution, or other previously approved standard of service. The Council Liaison may take requests or inquiries back to Council or City staff for follow up.
- c. To avoid putting the City in a position of conflict, Council Liaisons should not participate in any voting when participating at a meeting of the organization unless the organization's bylaws and policies explicitly allow for the Council Liaison to be a voting member of that organization. The Liaison should not participate in any portion relating to legal matters or personnel. Council may request that an organization add the Council Liaison as a voting member to that organization's governance structure.
- d. The Council Liaison shall not participate in any part of a meeting of the organization that deals with negotiations with the City to avoid putting the Council Liaison and/or the City in a position of conflict.
- e. Community organizations are accountable to the appointed Council Liaison in the following ways:
 - i. To provide the appointed Council Liaison with the terms of reference for the organization.
 - ii. To provide the appointed Council Liaison with sufficient notice of upcoming meetings and a copy of meeting agendas. A minimum of two weeks' notice is recommended, and preference would be for an annual schedule of regular meeting dates, times, and places.
 - iii. To provide the Council Liaison with advance notice if they will be expected to address a particular topic of interest to the group at an upcoming meeting to allow the Council Liaison adequate time to investigate and research the information as needed.
 - iv. To respect the busy schedules of Council members who have multiple commitments, and therefore allow for the Council Liaison to attend meetings when available.

3. Exclusions

- a. This policy is not applicable to Council appointed positions to legislatively constituted Boards involving organizations made up of several municipalities collaborating on the delivery of services (e.g. Regional boards including the RDKB Board as identified in Schedule A).
- b. This policy is not applicable to Council appointed positions to established committees and commissions where Council members are expected to participate in discussions, debates and votes (e.g. Grand Forks and District Recreation Commission as identified in Schedule A).

4. Table of Council Appointments

- a. Council appointments are outlined in Schedule A of this Policy. Although Council roles in regards to regional boards and commissions are excluded from the Policy, this table will list the most current Council appointments to those boards for convenience only.
- b. Staff is authorized to update Schedule A as required to add, remove, or modify the list of community organizations with a Council Liaison and the corresponding name(s) of the member(s) of Council appointed to the organization once a resolution confirming such an appointment has been passed by Council.

Resolutions and Amendments

June 21, 2021 – R162/21/06/21– Council Policy 117 Established

Schedule A – Council Appointments

Last modified: May 8, 2023, by D. Drexler

Council Liaison Appointments covered by Policy 117:

Organization / Group	Council Liaison
Accessibility Advisory Committee	Councillor Thompson
BC Housing & Minister Responsible for Housing	Mayor Baker
Boundary Country Regional Chamber of Commerce (BCRCC)	Councillor Thompson
Boundary Early Years Action Committee (BEYAC)	
Boundary Museum	Councillor Stoodley
Columbia Basin Alliance for Literacy (CBAL) Planning	
Discover Grand Forks	Councillor Stoodley
Downtown Business Association (DBA)	
Gallery 2	Councillor Krog
Grand Forks Airport	Councillor Krog
Grand Forks Community Trails Society	Councillor Lafleur
Hotel Developers	Councillor Lafleur
Interior Health Authority / Minister of Health	Mayor Baker
Royal Canadian Mounted Police (RCMP)	Councillor Mark
Seniors Committee	Councillor Lafleur
Young Professionals	

Councillor Appointments not covered by Policy 117:

Organization / Group	Council Representative
Grand Forks and District Public Library	Councillor Lafleur
Grand Forks and District Recreation Commission	Councillor Zielinski
Municipal Insurance Association of BC (MIA)	Primary: Councillor Thompson Alternates: Mayor Baker
Regional District of Kootenay Boundary (RDKB)	Primary: Mayor Baker Alternate: Councillor Zielinski
West Kootenay Boundary and Regional Hospital District (WKBRHD)	Primary: Mayor Baker Alternate: Councillor Zielinski