

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: March 30, 2026	File: 530.20/Rpts
To: Council	From: Corporate
Re: Adoption of Policy No. 58CN – Council Liaison	
Recommendation: THAT Council adopt Policy No. 58CN – Council Liaison	

Purpose

To present Policy No. 58CN – Council Liaison Policy for Council’s consideration and adoption to formalize the role of Council Liaisons in supporting effective communication and strengthening relationships between the District and community organizations.

Background

Council Liaison roles are currently being used under the District capacity only, such as for the Recreation Committee and the Memorandum of Understanding (MOU) with Simpcw First Nation. In other instances, members of Council have participated in community organizations or boards as a Director of the board instead of as a liaison.

Council has previously expressed the importance of maintaining strong communication and enhancing relationships with community partners. However, participation on external boards has required Council members to step away from discussions to avoid potential conflicts of interest.

Establishing a Council Liaison Policy provides an opportunity to formalize Council’s intent, clarify roles, and create a consistent approach that supports communication while reducing the potential for conflict.

Summary

Policy No. 58CN establishes a formal framework for Council liaison appointments and defines the roles, responsibilities and expectations associated with the positions. Main highlights of the policy included are:

- Outlines the process of appointing Council Liaisons and establishes that appointments may be reviewed and updated as needed. The Mayor will propose recommendations for appointments to include for Council resolution.
- Defines Council Liaisons as a communication link between the District and community organizations while outlining their responsibilities including facilitating communication, attending meetings where available, and supporting organizations in understanding Council processes and expectations.

- Clarifies that Council Liaisons represent Council's direction and are expected to reflect Council-approved positions in their communications.
- Identifies limitations of the role, including that Council Liaisons do not make commitments on behalf of the District and do not participate in any voting.
- Outlines expectations of community organizations, including providing meeting information, advance notice, and respecting availability of Council members.
- Identifies exclusions, including legislatively constituted boards and formal committees where Council members are expected to participate in decision-making processes.
- Includes a schedule of Council Liaison appointments, which may be updated by Staff following Council resolution.

In addition to the highlights outlined above, Council currently maintains liaison roles for select initiatives including the Recreation Committee and the MOU. Over the past several months, Council has also discussed additional community organizations which could be utilized for liaison roles. A draft list of potential organizations has been included in Schedule A of the policy for Council's consideration. Council may choose to assign liaisons to the organizations, as they see fit.

Benefits or Impact

General

Provides clarity and consistency for Council Liaison roles, strengthens relationships with community organizations, and supports effective communication between Council and the community.

Finances

N/A

Strategic Impact

Priority #4: General Governance and Community Engagement

Goal 3. – Enhanced Engagement with the Community and our Partners

Results We Want to See – b. Support our local community partners and enable them to provide a benefit to the community on behalf of the District

Risk Assessment

Compliance:

The policy aligns with Council's governance role and supports clear and consistent communication practices.

Risk Impact:

Low

Internal Control Process:

Appointments and changes to appointments remain subject to Council resolution, ensuring oversight and accountability.

Next Steps / Communication

- Upon Council approval, Policy No. 58CN – Council Liaison Policy will be added to the Council Policy Manual. Council may proceed with assigning Council Liaisons to community organizations, as they see fit.
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Attachments

- DRAFT Policy No.58CN – Council Liaison

Recommendation

THAT Council adopt Policy No. 58CN – Council Liaison

Alternative Options

1. Council could choose not to approve the proposed policy
2. Council could choose to direct Staff to make further revisions and bring back the policy back for reconsideration.
3. Council could choose to approve the proposed policy and assign Council Liaisons to organizations they see fit as separate motions.

Prepared by:

J.Mosdell, Deputy Corporate Officer

Reviewed by:

D. Drexler, Chief Administrative Officer



DISTRICT OF BARRIERE COUNCIL POLICY MANUAL

Approval Date:
Amended Date: N/A

NO: 58CN DRAFT
SECTION: Finance
SUBJECT: COUNCIL LIAISON POLICY

Purpose

The purpose of this policy is to define the role of the Council Liaison when it is not otherwise defined by regulation.

Intent

This policy will provide community organizations requesting or requiring a Council Liaison appointee with clarity regarding 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

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 District of Barriere.

Staff: Means the Chief Administrative Officer (CAO) or designate.

Policy Statements

1. Appointments

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

- c. Initial appointments will occur at the inaugural meeting of Council following each general election or as soon as practicable and may be amended from time to time. Appointments should be reviewed annually thereafter.
- d. Any appointments or changes in appointments require a Council resolution to take effect.
- e. Staff will inform the respective organization in writing following an appointment.
- f. Appointment Summary is as follows:

Mayor	—————▶	Recommend appointments and consult with Council
Council	—————▶	Approve Council Liaison appointments
CAO / Staff	—————▶	Notify organizations and maintain appointment records
- g. 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 work.
- h. Community organizations should contact the Mayor to discuss or request a Council Liaison which can be facilitated through staff if necessary.

2. Accountabilities

- a. Council Liaisons act as a communication link between Council and community organizations. While organizations and staff may provide input regarding liaison relationships, Council retains sole authority to approve appointments.
- b. 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.

- c. The Council Liaison acts as a representative of Council and not in an individual capacity. Any communication on behalf of Council must reflect Council-approved positions and direction.
- d. The Council Liaison will not make commitments on behalf of the District 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 District staff for follow-up.
- e. To avoid placing the District in a position of conflict, Council Liaisons will not participate in any voting when participating at a meeting of the organization. The Liaison should not participate in any portion relating to legal matters or personnel.
- f. The Council Liaison shall not participate in any part of a meeting of the organization that deals with negotiations with the District to avoid putting the Council Liaison and/or the District in a position of conflict.
- g. 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.
- 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.

4. Table of Council Appointments

- a. Council appointments are outlined in Schedule A of this Policy. Although Council roles with regional boards and commissions are excluded from the Policy, this table will list the most current Council appointments to those boards for convenience.
- 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.

District of Barriere Council Policy No. 58CN

Schedule A – Council Appointments

Last Modified: March 30, 2026, by J.Mosdell

Council Liaison Appointments covered by Policy No. 58CN:

Organization / Group	Council Liaison
Barriere & Area Chamber of Commerce	
Barriere & Area Men's Shed Society	
Barriere & District Food Bank Society	
Barriere & District Heritage Society	
Barriere RCMP (Community Consultative Group)	
School District No. 73	

Council Liaison Appointments not covered by Policy No. 58CN:

Organization / Group	Council Liaison
Barriere Recreation Committee	Councillor Lodge - Chair, Councillor Kibble & Councillor Mosdell
Hospital Board	Primary: Mayor Kerlake Alternate: Councillor Kershaw
Memorandum of Understanding (MOU)	Councillor Lodge & Councillor Mosdell
Thompson-Nicola Regional District (TNRD)	Primary: Mayor Kerlake Alternate: Councillor Kershaw