



Section COUNCIL POLICIES	Policy No. 18-4	Page 1 of 2
Policy Title COFFEE WITH COUNCIL	Date: March 13, 2018	Resolution No. 82/18

Purpose:

To outline the procedures for intent, content, attendance, and scheduling of appointments for the Coffee with Council meetings.

Coffee with Council meetings are intended as a method to communicate with local divisional ratepayers matters of budgets, policy, bylaws, long term planning, and any other matter that are not specifically delegated to a process or a procedure.

Policy Guidelines:**Scheduling**

1. Coffee with Council meetings shall be scheduled through Administration, specifically the Kneehill County Customer Service Representatives.
2. All Coffee with Council meetings will be scheduled with the Reeve, preferably the week or Monday prior to the Council meeting date. This will allow the Reeve and/or Councillor in attendance to prepare a report for Council regarding the content and attendance at the Coffee with Council with meeting, and to present that report at the subsequent Regular Council meeting. Appendix "A" attached to this policy indicates dates of the Coffee with Council meetings from January 1 through to December 31.
3. All Coffee with Councillor meetings must be scheduled with the Reeve and/or Councillor no later than 14 days prior to the proposed Coffee with Council meeting.
4. Should the Reeve or Divisional Councillor not be able to attend, then the Reeve or the Councillor may select another Councillor to attend in their place.
5. The Coffee with Council meetings shall be scheduled for 30 minutes in length.

Attendance

1. The Reeve is automatically invited to all Coffee with Council Meetings.
2. The Divisional Councillor may be invited to attend at the Rate payers request.
3. A maximum of the Reeve and the Divisional Councillor, or invited alternate Councillor, will attend Coffee with Council meetings.
4. A maximum of 2 Rate payers (does not apply to immediate family members who may attend) may attend the Coffee with Council meetings. Any group larger than 2 ratepayers (excluding family members) must arrange to meet with Council as a whole, through the delegation process, at a Regular Council meeting.

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Content

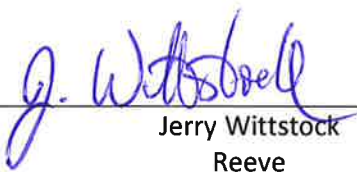
1. In reference to the Councillor Code of Conduct Bylaw no discussion of matters before the Municipal Planning Commission, Subdivision and Appeal Board, or Assessment Review Board will be discussed at the Coffee with Council meetings. Administration will confirm with the Rate-payer the content of the discussion prior to scheduling the meeting.
2. No discussion of matters that have a public process will be discussed at the Coffee with Council meetings, such as matters potentially before a Public Hearing, or other public processes that allow the Rate-payer an opportunity to present their opinion.
3. No discussion of any legal matter or potential legal matter will allowed.

Reporting

1. The Reeve and/or Councillor in attendance will prepare a written report for the subsequent Regular Council meeting and will present their report at the appropriate time during the regular Council meeting.

Administration

1. The Chief Administrative Officer may, at the Reeve's and/or Councillor's request attend the meeting.
2. Administration, at the request of the Reeve and/or Councillor will provide as much background material as necessary to allow the Reeve and/or Councillor to be well informed of the matter(s) to be discussed.



Jerry Wittstock
Reeve



Al Hoggan
CAO

Approved: February 13, 2018 82/18
Review Date: February 13, 2021