



MAYORAL DIRECTION PROTOCOL

Protocol Title: Responsible Use of Powers Regarding Provincial Priorities

Effective Date: 2025-09-18

Revised Date:

1.0 PURPOSE AND SCOPE

This protocol is established to guide the responsible, transparent, and collaborative exercise of the Head of Council's authority under Section 284.10 of the Municipal Act, 2001, which permits the Head of Council to require that Council consider a matter that could potentially advance a prescribed provincial priority.

This protocol applies to all instances in which Section 284.10 is invoked by the Head of Council to add a matter to a Council meeting agenda, notwithstanding the municipality's existing procedure by-law.

2.0 ROLES & RESPONSIBILITIES

- **Head of Council:** Determines if a matter aligns with a prescribed provincial priority and exercises Section 284.10 authority accordingly.
- **Chief Administrative Officer (CAO):** Provides guidance to the Head of Council on the readiness and implications of advancing the matter.
- **Clerk:** Manages agenda integration, notice distribution, public communication, and official recordkeeping in accordance with this protocol and the municipality's procedure by-law.

3.0 GUIDING PRINCIPLES

Section 284.10 powers will be exercised in accordance with the following principles:

3.1 Transparency

The Head of Council will provide written notice to Council, via the Clerk, that includes:

- a) The matter to be considered;
- b) The applicable prescribed provincial priority (e.g., housing, infrastructure);
- c) The rationale for requiring its consideration.

3.2 Consultation

Where practicable, the Head of Council will consult with the Chief Administrative Officer (CAO) and members of Council prior to invoking Section 284.10 to:

- a) Confirm that the matter is appropriately developed;
- b) Ensure the matter is ready for Council's consideration;
- c) Promote collaboration and informed decision-making.

3.3 Agenda Management

Upon receipt of notice, the Clerk will:

- a) Include the matter on the next appropriate Council agenda;
- b) Ensure all Council members receive supporting materials consistent with the notice requirements of the municipality's procedure by-law;
- c) Verify alignment with Council goals and strategic initiatives;
- d) Verify alignment with agreed upon governance roles and responsibilities.

3.4 Public Communication

The Clerk will:

- a) Clearly identify on the published agenda that the item has been brought forward under Section 284.10;
- b) Provide a reference or link to the relevant provincial priority to support public understanding and accountability.

3.5 Recordkeeping

The Clerk will:

- a) Retain the written notice and supporting documentation as part of the Council record;
- b) Make the documentation publicly accessible, unless subject to closed session provisions of the Act.

4.0 IMPLEMENTATION & REVIEW

This protocol should be reviewed:

- a) At the beginning of each Council term; or
- b) As needed; and/or
- c) In response to legislative amendments

Appendix A: Council Approved Resolution -June 5, 2025

WHEREAS Section 284.10 of the Municipal Act, 2001 authorizes the Head of Council to require that Council consider a matter at a meeting, if in the Head of Council's opinion the matter could potentially advance a prescribed provincial priority;

AND WHEREAS this authority is granted notwithstanding the municipality's existing procedure by-law, and is intended to support the timely advancement of key provincial objectives such as housing and infrastructure development;

AND WHEREAS Council and the Head of Council supports the responsible use of this authority in a manner that upholds transparency, legislative compliance, and collaborative governance;

NOW THEREFORE BE IT RESOLVED THAT Council encourages the Head of Council to adopt a governance protocol to guide the responsible use of Section 284.10 powers, including the following principles:

- Transparency – The Mayor will provide written notice to Council, via the Clerk, identifying the matter to be considered, the applicable prescribed provincial priority, and the rationale for requiring its consideration;
- Consultation – The Mayor will, where practicable, consult with the CAO and members of Council prior to invoking Section 284.10, to ensure the matter is sufficiently developed and ready for Council's deliberation;
- Agenda Management – The Clerk will include the item on the next appropriate Council agenda and ensure that all members receive supporting materials in accordance with the notice requirements in the municipality's procedure by-law;
- Public Communication – When the matter is brought forward, the Clerk will clearly identify on the agenda that the item has been placed pursuant to Section 284.10, including a link to the relevant provincial priority, for public awareness;
- Recordkeeping – The invocation of Section 284.10 and associated documentation will be retained by the Clerk in the Council record and made publicly accessible unless subject to closed session rules under the Act.

AND THAT Council direct the Clerk to work with the Mayor and CAO to prepare a draft protocol consistent with the above principles for review and endorsement by Council.