Council Interaction with Developers
Policy 207, 2023

District of Lake Country
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DATE

The following was adopted as Policy by Resolution No. 2023-12-208 at the Regular Council Meeting on December 5, 2023**.**

Amendments:

Date	Resolution No.	Summary of Amendment
October 6, 2026	2026-10-163	Deletion of clause 4.4 which reads as follows: "A Council Member should not attend a public information session held by a Developer or a Lobbyist. Council will receive a summary of the public consultation in the report to Council."

PURPOSE

The Community Charter recognizes a municipal council as a governing body that is democratically elected, autonomous, responsible and accountable. Every **Council Member** has responsibilities, including considering the well-being and interests of the community as a whole. Council engages with community members in relation to a broad range of matters. **Developers** seek access to **Council Members** to discuss development applications and the community expects these **Interactions** to be transparent and in the public interest.

The purpose of this policy is to establish guidelines for members of Council when interacting with a **Developer** regarding a **Development Application** or prospective development application, to protect the integrity of the decision-making process.

POLICY

1. APPLICATION

1.1 This policy applies to **Council Members** at all stages of the **Development Application** process, regardless of whether an application has or has not been submitted.

1.2 This policy does not apply to a Council meeting or public hearing, as regulated by Council Procedure Bylaw 1105, 2019, the *Community Charter* and the *Local Government Act*.

2. DEFINITIONS

Council Member means a member of Council of the District of Lake Country.

Developer means a property owner or applicant, including their agent or representative, seeking a **Development Application** approval or a prospective **Development Application** approval and includes a **Lobbyist** acting on behalf of a **Developer**.

Development Application means an application within the scope of Development Approval Procedures Bylaw Number 1133, 2021.

Interaction means an engagement regarding a **Development Application** matter, including meeting face-to-face, virtually, by email or by telephone. It does not include social obligations normally part of a **Council Member's** typical responsibilities.

Lobbyist means an individual, whether paid or voluntary, whether representing individual interests or organization interests, whether employed by that organization or another organization, who lobbies an elected official regarding a matter within Council's jurisdiction related to Development Applications.

3. INTERACTION GUIDELINES

3.1 A **Council Member** should be aware of applicable legislation, bylaws and policies relevant to interacting with **Developers** or **Lobbyist**, including:
(a) *Community Charter*;
(b) Code of Conduct and Ethics Policy 203, 2022.

3.2 A **Council Member** must approach all decisions with an open mind and must reserve making a decision until all information has been presented at a Council meeting.

3.3 A **Council Member** should avoid being perceived as being too familiar with a **Developer** or **Lobbyist**.

3.4 A **Council Member** is not required to meet, correspond or otherwise interact with a **Developer** or **Lobbyist**.

3.5 A **Council Member** may ask another **Council Member** to participate in an **Interaction** with a **Developer** or **Lobbyist**.

3.6 The maximum number of **Council Members** in attendance for an **Interaction** with a **Developer** or **Lobbyist** must be less than the number of members that makes a quorum of Council (4).

3.7 A face-to-face **Interaction** with a **Council Member** should take place at Municipal Hall or at the property that is the subject of a development application.

3.8 A **Council Member** must receive approval from the Mayor and the Chief Administrative Officer prior to attending an **Interaction** with District staff and a **Developer** or **Lobbyist**.

3.9 A **Council Member** may request information from staff regarding a **Development Application** or subject property prior to an **Interaction** with a **Developer** or **Lobbyist**.

3.10 When having an **Interaction** with a **Developer** or **Lobbyist**, a **Council Member** should state that:
(a) any opinions expressed are personal and do not represent the views of Council, except where a Council resolution has been passed;
(b) a decision will only be made after all relevant material has been prepared and considered at a Council meeting; and
(c) any materials provided or records created are subject to the *Freedom of Information and Protection of Privacy Act*.

4. INTERACTION DURING DEVELOPMENT APPLICATION PROCESS

4.1 A **Council Member** is not permitted to correspond or interact with a **Developer** or **Lobbyist** or a member of the public regarding a **Development Application** after the conclusion of a Public Hearing and before the relevant bylaw is adopted.

4.2 A **Council Member** may have an **Interaction** with a **Developer** or **Lobbyist** about a Development Permit or Development Variance Permit application that is associated with an Official Community Plan or Zoning Bylaw amendment application, **after** the conclusion of a Public Hearing and **before** the relevant bylaw is adopted, **so long as** the information shared at the **Interaction** does not address land use, density or other zoning considerations.

4.3 A **Council Member** may discuss what is publicly known about a prospective **Development Application** with the general public.

Original signed by Blair Ireland
Mayor

Original signed by Reyna Seabrook
Corporate Officer