

**Clerk's Note to  
Regular Meeting of Council  
2024 December 17**

**ISC: UNRESTRICTED  
CSC2024-1355**

**RE: Departure of Councillor Before End of Term (Verbal), CSC2024-1355**

**RECOMMENDATION OF THE COUNCIL SERVICES COMMITTEE, 2024 DECEMBER 4:**

That Council direct Administration to:

1. Review Council policies and bylaws relating to Councillors and Councillor Assistants (CC030, PAC010, PAC005, PAC012, PAC015) and identify amendments for discussion to a meeting of Council Services Committee in Q1 2025 that contemplate:
  - a. Departure of a Councillor before the end of the term;
  - b. Bereavement or medical leave of a Councillor;
  - c. Division of ward budget;
  - d. Reporting structure for staff; and
  - e. Representation for communities.
2. Draft any new policies with respect to the absence of a Councillor as required, and return to Council through Council Services Committee in Q3 2025.