

## Lessard-Sams Outdoor Heritage Council

**MEMO:**        **Agenda Item #7**  
**DATE:**        May 24, 2023  
**SUBJECT:**     LSOHC Operating Procedures – Review & Approve updates  
**PRESENTER:**   Mark Johnson, Executive Director, LSOHC

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### **Background:**

LSOHC's Operating Procedures were originally adopted in December 2008 and have been revised as needed on multiple occasions, the latest revision being January 29, 2020. Periodically, LSOHC staff reviews the operating procedures for areas that may need updating.

Besides minor grammatical or format corrections, there are several items that require edit consideration due to changes in law, or changes in Council practices and/or policy. Items for edit consideration are indicated on the attached Operating Procedures draft. Items struck through and highlighted in yellow are suggested removals. Items underlined and highlighted in blue are suggested additions. Items highlighted in green are reference notes.

### **Suggested Process:**

Council should review the potential revisions with staff, discuss as needed, and consider adoption of the proposed revisions.

### **Suggested Motion:**

Motion by Member XX to approve changes to the LSOHC Operating Procedures as determined. Staff permitted to make additional grammatical and format changes as necessary.

### **Attachments:**

- Chairs' Operating Procedures Memo
- 2023 Suggested Update of LSOHC Operating Procedures – Unapproved Draft