

THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: COMMUNICATION BETWEEN MAYOR AND COUNCIL AND CITY STAFF

POLICY NUMBER: COUNCIL - 119

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| <i>Date of Council Adoption:</i> September 27, 2010 | <i>Date of Last Amendment:</i> January 28, 2019 |
| <i>Council Resolution Number:</i> 2010-418, 2013-082, 2015-214, 2019-042 | |
| <i>Originating Department:</i> Administration | <i>Date last reviewed by the Governance and Legislation Committee:</i> January 14, 2019 |

Policy:

1. Communication by Mayor and / or a member of Council containing direction to staff and / or request for information that is not readily available or has to be assembled must be sent directly to the Chief Administrative Officer (CAO).
2. The CAO will review the request and forward it to the appropriate staff person along with an expectation of response time.
3. Staff will respond to the CAO who will forward the response, including any required copies, to Mayor and all members of Council. Included will be a copy of the original communication and/or request.
4. Should a staff member receive communication from the Mayor or member of Council directly they will immediately forward the request to the CAO and wait for direction prior to proceeding.
5. Communication by Mayor and / or a member of Council with an inquiry for information may be forwarded to the relative Director with a copy to the CAO.

Rationale:

In accordance with Section 147 of the *Community Charter* and the City of White Rock Organizational Chart: Mayor and Council deal with the organization through one employee – the CAO.

Requested information and responses will be forwarded to the Mayor and all members of Council to ensure everyone has the most up to date and accurate information.