

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



POLICY TITLE: **INVITATIONS TO MAYOR AND COUNCIL**

POLICY NUMBER: **COUNCIL - 122**

<i>Date of Council Adoption:</i> December 6, 2010	<i>Date of Last Amendment:</i> March 30, 2020
<i>Council Resolution Number:</i> 2010-535, 2013-082, 2015-214; 2020-157	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> March 9, 2020

Policy:

1. All invitations to the Mayor and Council will be directed to the Executive Assistant.
2. All invitations received and directed to Mayor and Council will be forwarded to Council by the Executive Assistant
3. For those events where representation from Council is required or being sought – following consultation and direction by the Mayor, the Executive Assistant will ask for councillors to respond to inquiries being made by the Executive Assistant, who will then follow up to address the request being sought for the event.
4. For those events where the Mayor is asked to speak and is unable to attend, following consultation with the Mayor, the Executive Assistant will contact the Deputy Mayor and if unavailable, will defer to the Deputy Rotation schedule or reach out to a member of Council to try and secure a speaker at the event.
5. The Executive Assistant will confirm attendance and expectations with the event organizer and will ensure attendees have all the necessary information, speech requirements, etc. before the event.
6. The Mayor or member of Council attending the event may choose to report on their attendance to Council at the next regular Council meeting.

Rationale:

To establish a consistent approach and process for invitations sent to Mayor and Council, it is important to ensure event information is relayed and that proper follow up is conducted so that council representation and/or a speaker is in attendance for those functions that request or require one.