

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



POLICY TITLE: **OPERATIONAL COMMUNICATIONS**
 OBJECTIVE

POLICY NUMBER: **COUNCIL - 130**

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| <i>Date of Council Adoption:</i> May 30, 2011 | <i>Date of Last Amendment:</i> November 23, 2020 |
| <i>Council Resolution Number:</i> 2011-234, 2013-082, 2015-285; 2020-579 | |
| <i>Originating Department:</i> Administration | <i>Date last reviewed by the Governance and Legislation Committee:</i> November 9, 2020 |

Policy

1. The Manager of Communications and Government Relations, in consultation with the Director of Corporate Administration and the Chief Administrative Officer, is responsible for crafting citywide internal communication messages.
2. The Manager of Communications and Government Relations furthers citywide internal communication messages with placement on the appropriate employee communication channels.
3. All Directors and Managers are responsible for the standard and effectiveness of communications within their own departments.
4. All employees have a responsibility to be well-informed, to be a source of credible information and to support to each other, and customers, on operational matters.

Rationale

Effective, timely and accurate communication is essential for the City of White Rock to continue to be a reliable source of credible information to residents and community stakeholders, consistent with the City's mission and value statements.