

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> June 15, 2015
<i>Council Resolution Number:</i> 2010-535, 2013-082, 2015-214	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

1. All invitations to the Mayor and Council will be directed to the Executive Assistant.
2. The Executive Assistant will forward all invitations received and directed to Mayor and Council to Council..
3. For those events where a Council presence is mandatory – as determined in consultation with the Mayor, the Executive Assistant will ask for councillors to respond direct to her/him, and will follow up to ensure at least one member of Council will be present for the event.
4. For those events where a speaker is requested and the Mayor is unable to attend, the Executive Assistant will contact the Deputy Mayor. If the Deputy Mayor is also unavailable the Executive Assistant will consult with the Mayor to try and secure a member of Council to attend and speak 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 to invitations sent to Mayor and Council. It is necessary to make sure the proper follow up is done in order to ensure a council representative and/or a speaker is in attendance for those functions that request or require one.