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### Date

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The following was adopted as Policy at the Special Council Meeting held on **February 22, 2000**.

### Resolution #00/02/112

Moved by: Councillor John Mardall  
Seconded by: Councillor Tom Witty

### Preamble

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- To ensure that the Mayor or individual Councillors can obtain existing information
- To provide a mechanism for the Mayor or individual Councillors to raise issues
- To ensure that Council's priority list is not disrupted
- To ensure the administrative organizational structure is respected
- To avoid staff from performing unnecessary or unauthorized work
- To minimize the number of reports and memorandum being prepared by staff

### Policy

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1. The Mayor or any Councillor may approach any Manager to obtain information on a file, project, process, bylaw or policy. The Manager may be asked to explain the rationale for a process, bylaw or etc. or copy information that is readily available. The Manager is not to undertake a work program or prepare a report, but rather offer a verbal explanation to best of his/her ability with the information at hand. The Manager may assign a staff member to assist the Mayor or Councillor in obtaining the information or explaining a process, bylaw or policy.
2. If the Mayor or a Councillor is concerned that the bylaw, policy, or process needs to be changed, or that additional information should be obtained, then the concern should be raised with the Administrator. The Administrator will then make arrangements for a review. The review may consist of a verbal explanation following a Managers meeting, preparation of a report or memorandum that is then shared with Council, or Council may be asked by the Administrator to determine if the issue is of such importance that other priority projects should be delayed.
3. Another avenue open for the Mayor or a Councillor is to request that the Administrator place an issue on a Committee or Council agenda for general discussion without the benefit of a report. This is a process for individual political leaders to raise awareness of a policy problem and convince Council that a report should be prepared or action should be taken. An issue may be raised in the same manner at a Council/Manager Planning Session.

4. Most information is public. However, if the Mayor or a Councillor intends to release information in a public forum, then it should be cleared with the local Freedom of Information (FOI) Official (Municipal Clerk, Deputy Clerk, or Assistant Deputy Clerk). This is required to protect the privacy of individuals, and to ensure that the release of information does not create harm to other organizations or the District.
5. Individual staff members, who would like to initiate a policy or bylaw change may make verbal recommendations to their Director (department head), who will raise the issue at a Managers Meeting and/or through the Administrator. Individual staff members may access "Tell it to the Mayor" but only after the internal administrative process has been exhausted. Staff are not to access the political system by contacting individual political leaders to express concerns or lobby for change.
6. Work is to be assigned through the Administrator to the Managers and then to staff.