

## REQUEST FOR DECISION

**TO:** Council **MEETING DATE:** May 1, 2024  
**FROM:** Lindsay Roberts, Director of Corporate and Community Services  
**SUBJECT:** Council Communication Policy 1.3.19  
**FILE NO:** 0340

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### RECOMMENDATION

**1. That Council Communication Policy 1.3.19 be adopted.**

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### PURPOSE

A policy to enhance Council and District staff communication for Council consideration.

### DISCUSSION

#### Summary

Recently there have been concerns expressed regarding the consistency and effectiveness of communications between Council and District staff. As a result, Council Communication Policy 1.3.19 has been drafted to promote timely and effective communications. Following adoption, this Policy will be reviewed by Council prior to July 31, 2024 to provide an opportunity to identify and further streamline processes.

#### Legislative Context

Under Section 115 of the the *Community Charter*, every Council member in British Columbia has the responsibility “to consider the well-being and interests of the municipality and its community”. The proposed Policy is in alignment with the *Community Charter* and District of Sechelt Code of Conduct Bylaw No. 619, 2023 and is considered in addition to Section 14 of the Bylaw.

### POLICY AND BYLAW IMPLICATIONS

None.

### SUSTAINABILITY PLAN IMPLICATIONS

None.

### STRATEGIC PLAN IMPLICATIONS

None.

**FINANCIAL IMPLICATIONS**

None.

**COMMUNICATIONS**

Council Communication Policy 1.3.19 will be included within the District of Sechelt Policy Manual, published on the District website and distributed to all parties to whom the Policy applies.

Respectfully submitted,

Lindsay Roberts  
Director of Corporate and Community Services

Attachement:

1. Council Communication Policy 1.3.19

<b>POLICY NAME</b>	Council Communication	<b>POLICY NO.</b>	1.3.19
<b>POLICY OWNER</b>	Director of Corporate and Community Services	<b>EFFECTIVE TERM OF POLICY</b>	Completed by: July 31, 2024
<b>EFFECTIVE DATE</b>		<b>RESOLUTION NO.</b>	
<b>AMENDMENT DATE</b>		<b>AMENDMENT RESOLUTION NO.</b>	

### **PURPOSE**

To support timely and effective communication between all members of Council and District of Sechelt officers and employees (“District staff”).

### **POLICY**

To establish clear parameters and facilitate communication practices that are consistent between Council and District staff.

### **PROCEDURE**

1. All communication from Sechelt Council to District staff must include person appointed as Acting Mayor (or their designate) as follows:
  - a. Members of Council shall not send electronic (including email and text messaging) or other forms of written communication directly to District staff, with the exception of the Chief Administrative Officer (CAO).
  - b. Council members must send all electronic and written communication to the CAO and Acting Mayor who will forward the communication to District staff for a response.
  - c. All District staff responses to the communication must be sent to all members of Council simultaneously.
  - d. Prior to speaking directly with District staff, members of Council must notify the CAO and Acting Mayor and include the Acting Mayor in the conversation at the Acting Mayor's discretion.

## 1.3.19 – Council Communication

- e. Prior to arranging a meeting with District staff, members of Council must notify the CAO and Acting Mayor and include the Acting Mayor in the meeting at the Acting Mayor's discretion.
- 2. The Acting Mayor will respond to a Council member's request in a timely manner and will endeavour to do so by no later than the end of the next business day.
- 3. This Policy does not apply to communication with third parties who are not District staff.
- 4. This Policy is in addition to section 14 the Council Code of Conduct bylaw.
- 5. A Council review of this Policy will be completed prior to July 31, 2024.