



CITY OF CORNER BROOK

Policy Statement

Index	Communication	Section	Internal		
Title	Council-Staff Communication	Policy Number	12-03-01	Authority	Council
Approval Date	21 Sep 05	Effective Date	21 Sep 05	Revision Date	

Purpose:

The purpose of this policy is to establish guidelines to facilitate communication that is coordinated and consistent as well as open and responsive with respect to requests from members of Council to staff for administrative support or requests for information.

Policy Statement:

All requests for support or information from Council or other authorities must go through the respective Director or, in their absence, the Acting Director. All requests will be dealt with in accordance with legislative authority outlined in the City of Corner Brook Act, and the Access to Information and Protection of Privacy Legislation.

Definitions:

Councillor includes the Mayor and all members of Council.

Staff means all members of the City of Corner Brook's workforce excluding the Directors and the Chief Administrative Officer.

Non-Routine (consequential) requests typically involved responses that:

- requires an interpretation of policy
- relates to employee information
- relates to personal information concerning an individual
- relates to an emergency situation or a controversial issue.

Reference:

Council minute: (September 21, 2005)
 CPS05-67 (a)
 CPS05-49 (a)
 CPS05-41
 City of Corner Brook Act
 Access to Information and Protection of Privacy Legislation
 Employee Conduct Policy
 Regular Council Meeting, 21 September 2005
 (Minute #05-149.2)

Detailed Action Required:

In cases where a request is unclear or a response will require a significant amount of staff time to complete, the Director will contact the specific Councillor to determine the importance or urgency for completing the requests. In situations where compromise cannot be reached, the Councillor is to address their concerns to the Chief Administrative Officer, who will attempt to mediate an equitable resolution.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.


MAYOR
CITY CLERK