



NOTICE OF MOTION

Date: September 4, 2023
To: Mayor and Council
From: Councillor Trudy Klassen and Councillor Brian Skakun
Subject: Council – Staff Relations Communication Policy
Attachment: None

The date for this motion to be considered is at the September 25, 2023 regular council meeting.

RECOMMENDATION:

That Council DIRECTS Administration to develop a Council/Staff relations communications policy that incorporates the Council Code of Conduct or any other internal policies, as well as any applicable related sections of the *Community Charter* and *Local Government Act*. This policy shall include clear guidelines with respect to how the mayor and council give and receive information from City administration be it in private meetings, emails, text messages, phone calls, or in a public setting.

DISCUSSION:

The City of Prince George has no formal written publicly available policy that deals with how staff, mayor and council interact in public and in private. The public should have full trust in the transparency of council and administration when dealing with various local government matters. Individual councillors must have the same administrative information when making collective decisions around the council table. There are no clear guidelines for elected officials with how they informally communicate with staff whether it be through emails, text messages, phone calls, personal visits in their offices and such. Staff and the senior management team also need to be protected from an elected official exerting possible undue influence or pressure on them for personal or political gain.

There are very few circumstances that require individual elected officials to contact any member of the administration team alone or in small groups. If they do meet, then the information exchange should be shared with all of the council. The City Manager is City Councillor's only employee, and we are to direct questions to staff through their office.

Respectfully submitted,



Councillor Trudy Klassen



Councillor Brian Skakun