1.0 **Purpose**

The purpose of this policy is to establish formal procedures for interaction between City Council and City staff.

2.0 **Organizations Affected**

City Council/City Manager

3.0 **References**

City Council Resolution M-3256, November 11, 1999
City Council Resolution, M-3730, January 3, 2011

4.0 **Respect**

There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities when, and if, expressing criticism in a public meeting. When feasible, questions should be asked of staff before the public meetings.

5.0. **Roles**

City staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge City staff as administering the Council's policies.

6.0. **Requested Written Material**

When written materials relating to policy issues are requested of staff by individual Councilmembers, staff will contact the other Councilmembers via e-mail to inquire if they would also like a copy of the materials.
7.0. **Personnel Selection and Awarding of Contracts**

Councilmembers shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits (Section 3.04 of the Vancouver City Charter)

8.0. **City Department Non-Interference**

Council should not attempt to change or interfere with the operating rules and practices of any City department.

9.0. **Mail Delivery**

Mail that is addressed to the Mayor and Councilmembers should be date stamped, copied and circulated, including the envelope, by the City Manager as soon as practical after it arrives.

10.0. **Confidential Mail**

The City Manager and his/her staff should not open mail addressed to individual Councilmembers if it is marked personal and/or confidential.

11.0. **Individual Councilmember Directed Actions**

No Councilmember should direct the city Manager to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Council.

12.0. **Councilmember Requests for Information**

Individual requests for information can be made directly to the Service Manager, unless otherwise determined by the City Manager. If the request would create a change in work assignments or City staffing levels, the request must be made through the City Manager.

13.0. **Councilmember Staff Support for Boards and Commissions**

The City Manager will provide an acceptable level of staff support for Councilmembers in their appointed roles on boards and commissions.

14.0. **Staff Assistance for Councilmembers**

Councilmembers needing staff assistance should work through the assistant to the City Manager.

C:\CV Procedure 100-34, Council Relations with Staff (1/4/11)