



The Corporation of the District of North Vancouver

**CORPORATE POLICY MANUAL**

|              |                                     |      |
|--------------|-------------------------------------|------|
| Section:     | Administration                      | 1    |
| Sub-Section: | Council - General                   | 0530 |
| Title:       | PROVISION OF INFORMATION TO COUNCIL | 4    |

**POLICY**

Upon request, staff will provide information to Council members or information and reports for Council or Executive Committee meetings when preparation does not require substantial staff time or costs. However, if it requires substantial staff time or costs, an authorizing Council resolution is required.

**REASON FOR POLICY**

To ensure that

1. routine requests from Council members are facilitated, but Council is kept informed,
2. if staff are to undertake work of a substantial nature at the request of a Council member, they are doing so with the authorization of Council recognizing that a Councillor cannot direct the work of staff without Council authority.

**AUTHORITY TO ACT**

Delegated to staff.

|                    |                   |              |                                  |
|--------------------|-------------------|--------------|----------------------------------|
| Approval Date:     | February 3, 1992  | Approved by: | Policy & Planning Committee, I/C |
| 1. Amendment Date: | May 25, 1992      | Approved by: | Regular Council                  |
| 2. Amendment Date: | December 11, 1995 | Approved by: | Regular Council                  |
| 3. Amendment Date: |                   | Approved by: |                                  |