

Memorandum

Date: March 30, 2023
Submitted by: Legislative Services Division
Subject: Respectful Communications Policy

At the Closed Council meeting held on March 28, 2023, Council directed staff to bring forward for Council's consideration a draft policy regarding respectful communication. The intention of the policy is to notify the public of the kinds of communication the City considers inappropriate and to inform the public of how the City may respond to inappropriate communication.

The draft policy (**Attachment 1**) sets out a process for responding to inappropriate communications to staff and members of Council separately. In both circumstances, the policy provides discretion to the City, either by the City Manager or Council, to consider and respond to the inappropriate communication on a case-by-case basis.

The recommended resolution is:

THAT Corporate Policy – 07-2510-2023-01 – Respectful Communications be adopted as recommended in the memo dated March 30, 2023, from the Legislative Services Division regarding Respectful Communications Policy.

Attachment(s)

1. Draft Corporate Policy – 07-2510-2023-01 – Respectful Communications.

Report Approval Details

Document Title:	Respectful Communications Policy.docx
Attachments:	- Attachment 1 - Draft Corporate Policy - 07-2510-2023-01 - Respectful Communications.pdf
Final Approval Date:	Apr 3, 2023

This report and all of its attachments were approved and signed as outlined below:

Stephanie Lam, City Clerk and Manager of Legislative Services - Mar 30, 2023 - 4:30 PM

Lindsay Todd, Manager of Communications and Engagement - Mar 30, 2023 - 4:40 PM

Angie Parnell, General Manager of Corporate Services - Mar 30, 2023 - 6:11 PM

Tim Savoie, City Manager - Apr 3, 2023 - 4:18 PM