

Types of Invitations Received by Members of Council

Corporate Events

- When Administration organizes events which the Mayor and/or Councillors may be interested in attending (eg. Civic Memorial), invitations are typically issued via memoranda from the Office of the City Manager or lead Department/Branch.

Media Events where a Council Representative is Requested

- Community partners or other orders of government may request the Mayor's or a Councillor's attendance at a media event they are holding. These invitations may come through multiple channels.

Media Event held by Administration

- When Administration is holding a media event, issuing a news release, or posting content to social media, staff may invite the Mayor or Councillor to participate.
- Participation may include speaking at the media event, attending the event, being quoted in materials supporting the announcement, and/or sharing information about the announcement with their constituents.

Community Events

- Can be received through multiple avenues: directly from the community organization/ citizen to one or more council members, from the Mayor's Office for direct representation (POSSE) or awareness, open invitations, social media, word of month, etc.

How is Attendance determined

Corporate Events

- Councillors' attendance is optional at these events. If a Council representative/speaker is requested, Administration works with the Office of the Mayor to coordinate the Mayor's attendance or arrange for a representative (either the Deputy Mayor or Councillor) to speak on his behalf.

Media Events where a Council Representative is Requested

- Councillors' attendance is optional at these events.
- The criteria for the invitation may include the topic of the announcement, the Mayor's availability, the ward location of a project being announced, or a Councillor's involvement in related Council or community activities.
- When Administration is hosting media events, Communications staff reach

ADDENDUM Attachment 1

out to the Councillor's offices directly to discuss opportunities to participate and whether timelines are flexible.

Community Events

- When Councillors receive invitations directly it is at their discretion whether they would like to attend.
- When the Mayor's office receives an invitation and he indicates he is unavailable, the invitation may be sent to the Office of the Councillors, through POSSE, for direct representation.
 - At this time, the Mayor's office may communicate a preference for a specific representative.
 - If a specific representative is requested this Councillor will be given precedence.
 - If no specific Councillor is indicated, all Councillors will be asked for their availability.
 - If multiple Councillors are available, the Deputy Mayor list will be used to determine who will attend.
 - If no one is available, the organization will be informed and may request a representative from Administration who will be coordinated through the Office of the City Manager.