

CITY OF GRAND FORKS

POLICY TITLE:	Release of Reports	POLICY NO:	107
EFFECTIVE DATE:	February 6, 2006	SUPERSEDES:	

APPROVAL:	Council	PAGE:	1 of 1
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POLICY:

Any reports prepared by City Staff and consultants reports must first be submitted to Council before any portions of the reports are released to the public and news media unless the report is required to be released under the Freedom of Information Act.

Any release of information data must first be cleared through the City Manager or the Corporate Administrator/City Clerk.

PURPOSE:

To ensure that Council has the opportunity to debate issues and review items prior to the release of reports to the public and news media.

PROCEDURE:

- Internal reports prepared for Council must be addressed to the City Manager who will provide a recommendation to Council.
- Internal reports originating in a department must first be dealt with by the Department Head who will provide a covering report with recommendations to the City Manager.
- Consultants hired by the City Manager must submit their report to the City Manager who will review with senior staff and present the report to Council for review and decision.