



<b>RCRS Secondary:</b>	GOV-02	<b>Effective Date:</b>	1981-SEP-15
<b>Policy Number:</b>	COU-016	<b>Amendment Date/s:</b>	
<b>Title:</b>	Use of Staff Time-Research	<b>Repeal Date:</b>	
<b>Department:</b>	CAO Office	<b>Approval Date:</b>	1981-SEP-15

**PURPOSE:**

To regulate the use of Staff time for research for Council members.

**DEFINITIONS:**

N/A

**SCOPE:**

N/A

**POLICY:**

Requests by Councillors involving the usage of Staff time for research purposes, are to be channeled through the City Manager.

If, in the City Manager's opinion, the amount of Staff time to be consumed is excessive, the matter shall be referred to Council for approval. If approval is granted, the matter will revert to the City Manager, who will refer the request to the respective department.

If the request is minor, it shall be forwarded directly to the proper department for required action.

**PROCESS:**

N/A

**RELATED DOCUMENTS:**

N/A

**REPEAL/AMENDS:**

N/A