



MEMO

Department

To: Committee of the Whole
From: Finance Director, Van Rossum/All Department Heads
Date: March 3, 2025
Re: Communication Plan Initiative Clarification

Background information:

As part of the Communications Plan, specifically under the initiative to enhance communication with the Council, there is an objective to ***“Establish biennial Department Head meetings with each council member.”*** This initiative is scheduled for completion by the end of the year.

The staff has been evaluating the most effective approach to implementing these meetings and would like input from the Council on their preferred structure. There are several existing avenues for communication, including emails, phone calls, scheduled meetings during business hours, and informal discussions before or after Council meetings. However, we want to ensure that this initiative aligns with what Council members find most valuable and efficient.

Additionally, we would like to gather feedback on how Council members feel communication with Department Heads has been in recent years and identify any opportunities for improvement.

To facilitate this discussion, staff has considered a few potential approaches:

1. Scheduled meetings during business hours – Council members would have set times to meet with Department Heads in a structured format.
2. Designated Department Heads at Council meetings – Certain Department Heads would attend specific meetings, ensuring availability for questions and discussions.
3. A flexible combination of the above – Meetings could be scheduled on an as-needed basis, incorporating both structured and informal opportunities for communication.

We welcome the Council’s thoughts on these options or any other ideas they may have to ensure these meetings are both meaningful and efficient.