

Corporate Policy

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada
Tel 604.469.4500 • Fax 604.469.4550 • www.portmoody.ca

Section:	Administration	01
Sub-Section:	Council – General	0530
Title:	Correspondence on Council Meeting Agendas	2020-01

Related Documents

Number	Title
01-0530-2019-01	Mayor and Council Guidelines
Bylaw No. 3510	Council Procedure Bylaw

Approvals

Approval Date: February 25, 2020	Resolution #: <u>RC20/124a</u>
Amended: September 9, 2025	Resolution #: <u>GLC25/033</u>
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Corporate Policy Manual

Correspondence on Council Meeting Agendas

Policy

Corporate Policy – 01-0530-2019-01 – *Mayor and Council Guidelines* states that the Mayor or any member of Council may submit a request to the Corporate Officer to include a correspondence item on an upcoming Council agenda under “Other Business” or “Information Items”. This Policy provides further clarification on the addition of correspondence to Council meeting agendas.

Definitions

“Correspondence for Action” means Correspondence that may require any of the following: discussion, response, forwarding, requesting further information, or Council direction.

“Correspondence for Information” means Correspondence that is provided for information only and excludes Correspondence for Action.

Procedures

The Mayor or any member of Council may submit a request to the Corporate Officer to include Correspondence for Action on an upcoming Council agenda under “Other Business”. Such requests must be made in writing in the form of a memorandum, which must include a recommendation. The Correspondence for Action item will be included in the agenda under “Other Business”, and will be accompanied by the memo requesting its inclusion.

The Mayor or any member of Council may submit a request to the Corporate Officer to include Correspondence for Information on an upcoming Council agenda under “Information Items”. Such requests must be made in writing. The Correspondence for information will be included in the agenda, but will not be accompanied by the request for its inclusion. References may be made to “Information Items” during Verbal Reports, but no discussion or motion may arise from these items unless Council passes a unanimous resolution to add the item to the agenda for discussion.

Non-Jurisdictional Items are subject to the “Extra-Jurisdictional Matters” section of the *Council Procedure Bylaw*.

Monitoring/Authority

This Policy is to be administered and monitored by the Legislative Services Division.