

Corporate Policy

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Section:	Administration	01
Sub-Section:	Council – General	0550
Title:	Public Input – Written	2023-01

Related Documents

Number	Title
BL3510	Council Procedure Bylaw
01-0530-05	Council Correspondence Response and Processing
01-0530-2019-01	Mayor and Council Guidelines
01-0530-2020-01	Correspondence on Council Meeting Agendas

Approvals

Approval Date: October 17, 2023	Resolution #: <u>GLC23/051</u>
Amended: March 19, 2024	Resolution #: <u>GLC24/008</u>
Amended: November 19, 2024	Resolution #: <u>GLC24/027</u>
Amended: September 9, 2025	Resolution #: <u>GLC25/033</u>

Policy

To provide the public an opportunity to convey their input in written format as part of the Council meeting process.

In addition to the guidelines set out in this policy, all official Public Input Submissions are subject to the same principles of conduct as those providing verbal submissions during Public Input at a Council meeting, as outlined in the following statement:

As a reminder to members of the public, while we encourage civic engagement and welcome your participation in the public portion of our meeting, there are expectations regarding appropriate conduct and decorum at Council meetings. We ask all members of the public to ensure that matters raised with Council are constructively focused on issues and not individuals and that any engagement with or about City staff is addressed in a manner that is consistent with these expectations so that we can all engage in this space in a manner that is respectful, constructive, and abides by the City's Respectful Communications Policy and Respectful Workplace Policy.

Definitions

“Written Public Input” refers to submissions presented to Council at a Council meeting under the “Public Input” item as referenced in the Council Procedure Bylaw, as amended.

“Correspondence” refers to general messages sent to the City in hard copy or via email (clerks@portmoody.ca).

“Public Input Submissions (PI submissions)” refers to Written Public Input or other correspondence presented on-table in a “Public Input Submissions” package at a Council meeting.

Procedures

The public may participate in the Written Public Input process by providing a submission that fits the criteria below by the publication deadline.

The subject of PI Submissions may include:

- a request for information or clarification regarding corporate activities and/or initiatives;
- the conveyance of information; and/or
- a complaint pertaining to corporate service delivery.

Submissions where Council is copied, but not addressed, may not be included as Council was not intended as the primary recipient.

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Public Input – Written

Public Input Submissions will:

- be submitted using the Council Written Public Input webform available on the City's public website;
- be addressed to Mayor and Council with "Public Input" in the subject line/on the envelope, if sent in using one of the following methods:
 - email: clerks@portmoody.ca; or
 - hard copy delivered to Legislative Services, 100 Newport Drive, Port Moody, BC, V3H 5C3.
- be received by the deadline, which will be seven working hours prior to the meeting start time (e.g.: 12:00pm for meetings that commence at 7:00pm / 9:00am for meetings that commence at 4:00pm). Correspondence received past the deadline will be included in the following Public Input Submissions package at the next meeting. If the matter is time sensitive, Legislative Services will forward it to Council for their attention and will advise that it may appear in the next package, once reviewed;
- be limited to 750 words / three (3) pages, including images. The parameters are established to simulate addressing Council during Public Input (two minutes to speak). Correspondence that exceeds these parameters will still be received by Council; however, under the guidelines of Corporate Policy – Correspondence on Council Meeting Agendas (where Council may request an item be included on a Regular agenda), correspondence exceeding policy parameters may be submitted by the Mayor or any other member of Council for inclusion on a Regular Council agenda as Council Correspondence under "Information Items"; and
- include the name and city of residence of the person submitting the input.

Correspondence that meets any of the following criteria will not be included in the Public Input Written Submissions package:

- matters handled by Human Resources (including personnel) and Payroll Services;
- matters protected under the *Freedom of Information and Protection of Privacy Act* that cannot be reasonably redacted;
- matters that contain reference to a sensitive or confidential matter, including matters being considered in Closed Council; and/or
- matters that contain content that is deemed, at the discretion of the City Clerk, Mayor, City Manager (or designate), to be or to include parts that are threatening, deliberately and unreasonably repetitious, defamatory, or otherwise inappropriate.

The City may, at anytime, delay the inclusion of a Written PI Submission into the package if the correspondence requires further time to assess the input or if the matter requires City clarification of the information or statements made. The matter will still be forwarded to Council upon receipt so that there is minimal delay in Council receiving the input.

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Legislative Services staff will review Written Public Input Submissions and compile the package in accordance with operational and legislative requirements. The package will be sent as soon as possible, and no later than two (2) hours prior to the commencement of the meeting. A hard copy of the public input package sent to Council will be available to view in the City Hall Council Chambers during the meeting. The written Public Input Submissions package will be posted to the City's website the following day, per Legislative Services operational practices for on-table materials.

Monitoring/Authority

Delegated to the Corporate Officer or their designate. Changes to this policy require approval of Council.