



REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject: Council Policy CO-66 – Council Correspondence

File #: 3900.00

Doc #:

From: Kelly Kenney
Corporate Officer

Date: July 12, 2019

RECOMMENDATION:

THAT Council Policy CO-12 – Routine Matters be repealed.

THAT Council Policy CO-66 – Council Correspondence be approved.

PURPOSE:

The purpose of this report is to bring forward for Council's consideration of approval proposed Council Policy CO-66 – Council Correspondence (Attachment 1) and repeal of Council Policy CO-12- Routine Matters (Attachment 2).

POLICY:

Currently, the only policy Council has in place with respect to Council correspondence is Council Policy CO-12 – Routine Matters, which was approved in 1974. The protocol outlined in Council Policy CO-12 has been incorporated into proposed Council Policy CO-66; therefore, Policy CO-12 can be repealed.

COMMENTS/ANALYSIS:

This policy establishes protocols to ensure the receipt and circulation of various types of Council Correspondence is handled in a consistent and timely manner. It also establishes a process by which Council members may have items from the Council Correspondence Package brought forward on a Council agenda for consideration of a certain action by Council.

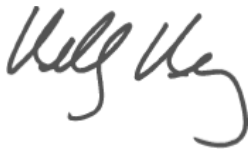
BUDGET IMPLICATIONS:

N/A

ALTERNATIVES:

Refer the proposed policy back to staff with direction on changes to be made to the policy.

Respectfully Submitted,



Kelly Kenney
Corporate Officer

Attachments:

1. Proposed Council Policy CO-66 – Council Correspondence
2. Council Policy CO-12 – Routine Matters

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I support the recommendation.



Francis Cheung, P. Eng.
Chief Administrative Officer