

	<i>Title:</i> Routine Matters	<i>Number:</i> CO-12
	<i>Authority (if applicable):</i>	<i>Section:</i> Council
	<i>Date Adopted:</i> October 7, 1974	<i>Motion:</i>
	<i>Historical Changes (Amended, Repealed, or Replaced):</i>	

Policy:

1. When a written request is received from the public and that request conforms to policies or bylaws in effect, the written request is referred to the Department which has been assigned responsibility for that matter.
2. A written request that is given to Council is given as information only.