



# REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject: Updates to Council Policy CO-66 - Council Correspondence

File #: 3900.00

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From: Kelly Kenney  
Corporate Officer

Date: January 25, 2022

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## RECOMMENDATION:

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

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## PURPOSE:

The purpose of the report is to propose updates to Council Policy CO-66 Council Correspondence to add guidelines on processing of correspondence received that is of a non-jurisdictional nature and requests for support of LMLGA, UBCM, and FCM resolutions and to provide further clarity on a number of existing provisions in the policy.

## POLICY:

Policy CO-66 was approved July 22, 2019, the purpose of which is to establish protocols to ensure the processing of various types of Council Correspondence is handled in a consistent and timely manner.

Under the City's Council Procedure Bylaw, the Corporate Officer has the following authority with respect to Delegations and Community Spotlights of a non-jurisdictional nature:

### **23. Delegations and Community Spotlights**

*(8) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council.*

### **COMMENTS/ANALYSIS:**

Since approval of Policy CO-66 in 2019, Administration staff have been working within the guidelines established by the policy and have identified some areas of the policy that would benefit from greater clarity as well as the addition of some new protocols to address areas not currently covered off in the policy. The proposed updates include the following:

- how correspondence requesting action on non-jurisdictional matters will be processed;
- how Council members may request that a Council Correspondence item be added to a Council agenda for consideration of action either during or after the agenda production process;
- how written correspondence received from external bodies in response to correspondence from Council requesting some form of action will be handled;
- clarifying the types of correspondence that will not be included on Council agendas;
- updating the definition of Council Correspondence;
- identifying the types of matters that are within the jurisdiction of Council.

### **BUDGET IMPLICATIONS:**

N/A

### **ALTERNATIVES:**

Council may amend, or not proceed with, some or all of the proposed changes outlined in the draft updated Policy.

Respectfully Submitted,



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Kelly Kenney  
Corporate Officer

### **Attachments:**

1. Updated Policy CO-66
2. Marked up Version of Current Policy CO-66 showing proposed changes

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

I support the recommendation.



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Francis Cheung, P. Eng.  
Chief Administrative Officer