



The Corporation of the District of North Vancouver

**CORPORATE POLICY MANUAL**

Section:	Administration	1
Sub-Section:	Council - General	0530
Title:	CORRESPONDENCE TO MAYOR & COUNCIL	2

**POLICY**

**Correspondence addressed to Mayor and Council will be handled in a timely manner.**

**REASON FOR POLICY**

To ensure that issues raised in correspondence to Mayor and Council are dealt with expeditiously and to keep Council informed of the progress of such matters.

**PROCEDURE**

1. Letters addressed to the Mayor & Council shall be circulated to all members of the Council in the week in which they are received and any replies thereto in the week in which they are sent out.
2. When such correspondence requires Council action and a staff report is not essential for consideration, the matter shall be brought forward on the next agenda of the Council provided it is received prior to 12:00 noon on the Monday two weeks preceding that meeting. If the matter is not concluded at the meeting and is not reconsidered within one month, monthly progress reports shall be provided.
3. When such correspondence requires Council action and a staff report is essential for consideration, the matter shall be brought forward on the next Council agenda following receipt of the staff report. If the staff report requires more than one month to complete, the Department preparing the report shall provide monthly progress reports for distribution in Council's Information Packages.

**AUTHORITY TO ACT**

Delegated to staff.

Approval Date:	March 1, 1982	Approved by:	Policy & Planning Committee
1. Amendment Date:	December 11, 1995	Approved by:	Regular Council
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	