

Corporate Policy Manual

Mayor and Council Guidelines

via the Executive Assistant to Mayor and Council. For media inquiries that are operational in nature, staff will respond accordingly.

Events

Mayor and Council will provide sufficient notice to the Executive Assistant regarding attendance at events. If the Mayor is unable to attend an event, the Acting Mayor or Second Acting Mayor will be asked to attend. If the Mayor or Acting Mayors are unable to attend, the Executive Assistant will reach out to other Council members.

Conferences

If a member of Council receives approval to attend a conference outside of the Council-approved conferences (UBCM, FCM, and LMLGA), that member of Council will be required to provide a briefing about the conference at a Regular Meeting of Council within 30 days.

Council Dinners

Council dinners will be provided ~~if the meeting time starts before 5:30pm and ends after 6:00pm~~ for all participants who are expected to be in attendance at meetings for a period longer than 3.5 hours. The dinner choice will be made on a rotational basis between Council members. Special requests are confined to dietary restrictions. It is recommended, where possible, that the catering be a Port Moody restaurant or caterer. The establishment choice of dinner must adhere to the following criteria:

- \$18.00 a person before taxes;
- must deliver to City Hall; and
- must accept credit card by phone or will wait for cheque to be issued.

Disposition of Physical Environment and Property

This section is intended to provide clarification on the disposition of Council-related City property.

Mayor's Office

An inventory of physical property in the Mayor's Office—such as furnishings and objects associated with the office—must be kept by the Executive Assistant to Mayor and Council, and regularly updated in accordance with Council direction. The Mayor has full discretion on the content and set-up of the Mayor's office, and may securely store items that are listed on the inventory of physical property outside of the Mayor's Office. Items may not be added or removed from the inventory without Council direction.

Councillors' Office

Council as a whole may provide direction on the content and set-up of the Councillors' Office.

Council-Related City Property

Council-related City property, such as Council photographs and contents of display cases in City Hall, must not be altered, moved, or disposed of except as directed by Council as a whole.