

# Memorandum

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Date: September 10, 2020  
Submitted by: Executive Assistant to Mayor and Council  
Subject: Updates to Corporate Policy – 01-0530-2019-01 – Mayor and Council Guidelines

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At the July 28, 2020 Regular Council Meeting, Council passed the following resolutions:

*RC20/314, 315, and 317*

THAT Council direct staff to draft modifications to Corporate Policy – 01-0530-2019-01 – Mayor and Council Guidelines as recommended in the report dated July 19, 2020 from Councillor Hunter Madsen regarding Updating Corporate Policy – Mayor and Council Guidelines to accomplish the following:

1. Initiate Weekly Media Updates, excluding bullet point C;
2. Initiate Quarterly Council Cross-Briefings;
3. Change Weekly Acting Mayor's Update Requirements;
4. Amend Daily Role Of Mayor; and
5. Add Standard Response regarding the inclusion of input at Public Hearings.

In response to the above resolutions, Corporate Policy – 01-0530-2019-01 – Mayor and Council Guidelines has been updated to reflect these changes. Council may adopt the changes to this policy by passing the following resolution:

**THAT City of Port Moody Corporate Policy – 01-0530-2019-01 – Mayor and Council Guidelines be approved as presented in the memo dated September 10, 2020 from the Executive Assistant to Mayor and Council regarding Updates to Corporate Policy – 01-0530-2019-01 – Mayor and Council Guidelines.**

Attachment(s)

1. Draft Revised Corporate Policy – 01-0530-2019-01 – Mayor and Council Guidelines.
2. Report dated July 19, 2020 from Councillor Hunter Madsen regarding Updating Corporate Policy – Mayor and Council Guidelines.

## Report Approval Details

Document Title:	Updates to Corporate Policy – 01-0530-2019-01 – Mayor and Council Guidelines.docx
Attachments:	- Attachment 1 - Draft Revised Corporate Policy - 01-0530-2019-01 - Mayor and Council Guidelines.pdf - Attachment 2 - Report dated 2020 07 19 from Cllr Hunter Madsen re Updating Corporate Policy - Mayor and Council Guidelines.pdf
Final Approval Date:	Sep 15, 2020

This report and all of its attachments were approved and signed as outlined below:

Dorothy Shermer, Corporate Officer - Sep 11, 2020 - 11:32 AM

Rosemary Lodge, Manager of Communications and Engagement - Sep 11, 2020 - 2:15 PM

Paul Rockwood, General Manager of Finance and Technology - Sep 13, 2020 - 3:10 PM

Tim Savoie, City Manager - Sep 15, 2020 - 7:13 PM