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Policy Title	Date:	Motion No.
<b>Council Correspondence</b>	<b>February 23, 2021</b>	<b>101/21</b>

**Purpose:**

The purpose of this policy is to establish the procedure to be followed when Council directs that correspondence be prepared and sent and for correspondence received that is addressed to Council.

**Policy Guidelines/Procedures:**

**OUTGOING CORRESPONDENCE**

The following procedures will govern the preparation and sending of Council directed correspondence.

1. Upon the direction of Council, Administration shall draft the directed correspondence.
2. All correspondence that is derived from a motion in Council shall be signed by the Reeve or Deputy Reeve, unless otherwise indicated by the motion or subject matter.
3. Once a week a copy of any Council directed and/or generated correspondence shall be provided electronically to each Councillor.
4. A copy of all outgoing correspondence shall be retained in the County records.

**RECEIVED CORRESPONDENCE**

1. Correspondence received by the County addressed to Council or a Councillor, shall be directed to the Legislated Services Office. All received correspondence shall be stamped or marked with a received date.
2. Received correspondence marked "Personal" and /or "Confidential" shall be stamped or marked with the received date on the envelope and placed un-opened in the Chief Administrative Officer's mail basket.
3. The Chief Administrative Officer or designate shall review all received correspondence addressed to Council and shall determine the appropriate action to be taken in response to the correspondence.
4. All letters addressed to Council, by a resident should be acknowledged as received by return correspondence to the sender.
5. Once a week a copy of any Council addressed correspondence shall be provided electronically to each Councillor.
6. A copy of all received correspondence shall be retained in the County records.

Approved: July 21, 2015 324/15  
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**Review Date: February 23, 2025**

