

## **Council Policy**

### **Circulation of Council Correspondence**

Established: May 25, 2020

Contact Department: Corporate Services

#### Guiding Principle

Communication and engagement with residents, businesses and other community stakeholders contributes to a vibrant and liveable community.

#### Purpose

To ensure the process related to the distribution of correspondence is clearly defined and includes a timely and appropriate response.

#### Application

This policy applies to correspondence, whether delivered by hand to Municipal Hall or sent electronically, with Council as the intended audience.

'Council' means Mayor and Councillors.

#### Policy Statement(s)

1. All written correspondence submitted to Council must include a name and contact information; anonymous correspondence is not circulated.
2. Members of the public who submit written correspondence to Council will receive acknowledgement upon receipt, along with an indication of next steps as appropriate.
3. Written correspondence to Council, that is not of an administrative or operational matter, will be circulated electronically with a copy to the Chief Administrative Officer (CAO) for information and included under 'Correspondence' in an upcoming meeting for further Council consideration.
4. Written correspondence requiring an administrative or operational response will be directed to the CAO, who will forward to the appropriate business area with a copy to Council, for further investigation.
  - a. A response from the department to the author, with a copy to the CAO, will be provided within 5 business days.

- b. The appropriate department is responsible for filing the correspondence in the appropriate file location.
- 5. The statutory notification period for receipt of development related correspondence will end at 12:00pm on the day of the Council meeting.
- 6. Correspondence received during a statutory notification period related to development applications will be circulated to Council and Development Services and be made available to the public as part of the agenda package.
- 7. Correspondence received after the statutory notification period will be received by the Corporate Officer and filed but it will not be circulated to Council.
- 8. All correspondence to Council is public and subject to the requirements under the *Freedom of Information and Protection of Privacy Act*.
- 9. Correspondence containing inappropriate language, threats or libel/slander and/or defamatory remarks will not be acknowledged or circulated, at the discretion of the Chief Administrative Officer.

**Petitions**

- 10. Petitions submitted to Council must be single sided, clearly state the purpose of the petition on each page, include the petition organizer name and contact information, and provide a space for petitioners that includes space for their printed name, signature, civic address and date.
- 11. Petitions concerning subdivisions are to be directed to the Subdivision Approving Officer.
- 12. Petitions related to a legislated process, including local area services or business improvement areas, are to be directed to the Corporate Officer.

Amendments/Reviews

Date of Council Consideration	Resolution/Report	Description
October 26, 2020	Reso#R(a)-2020-156	Included notification period clarification