

Council Correspondence Policy

1.012

Section: 1.0 Council

Authority: Chief Administrative Officer

Statement

The Municipal District of Bonnyville (M.D.) is committed to being an accountable and transparent organization that ensures municipal business is conducted with integrity, in an open and fair manner, and with a goal of maximizing communication efficiency and effectiveness.

Purpose

To ensure the proper handling and tracking of all correspondence directed to or from the M.D. Reeve and Council.

Definitions

For the purposes of this policy:

- (1) “Council” means the duly elected Council of the M.D.;
- (2) “Outgoing Correspondence” means communications to be sent as directed by Council;
- (3) “Incoming Correspondence” means communications received addressed to Council, or that at the discretion of the CAO pertains to Council including general mail, emails, and faxes.

Policy

- (1) Incoming Correspondence
 - (a) Incoming correspondence will be provided electronically to each member of Council once a week in a “Weekly Correspondence” email with the exception of incoming correspondence delivered as “Confidential” or “Personal”.
 - (b) A copy of incoming correspondence will be reported as information at Regular Meetings of Council.
- (2) Outgoing Correspondence

When directed by Council, Administration will draft and distribute correspondence as follows:

 - (a) After the draft correspondence is approved by the Chief Administrative Officer (CAO) or his/her designate, outgoing correspondence will be provided to the Reeve or Deputy Reeve for final approval and signature if required.
 - (b) Outgoing correspondence signed by the Reeve, Deputy Reeve, or CAO shall be provided electronically to each member of Council once a week in a “Weekly Correspondence” email.
 - (c) A copy of outgoing correspondence signed by the Reeve, Deputy Reeve, or CAO shall be retained in Legislative & Information Services records. All other outgoing correspondence shall be retained by the associated municipal department.

- (d) Completion status of outgoing correspondence tasked to Administration will be reported as information in a Task List Report presented at Regular Meetings of Council.
- (3) Event Invitations
All event invitations received by the M.D. that are addressed to Council, or that at the discretion of the CAO pertain to Council, will be reported as information at public meetings of Council.

Note: Exceptions to this policy may be made only at the discretion of the Reeve or CAO on an as-needed basis.

Policy Review

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Related Documentation: (plans, bylaws, policies, procedures, etc.)	
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