



**VILLAGE OF BELCARRA**  
**CORPORATE POLICY NO. 225**



Title: Council Correspondence

<b>ISSUED BY:</b> CAO	<b>APPROVED BY:</b> COUNCIL	<b>DATE:</b> July 11, 2022
<b>REVISED BY:</b>	<b>APPROVED BY:</b>	<b>DATE:</b>

**Reason for Policy**

The purpose of this policy is to establish a clear and consistent process and procedure for the coordination and management of correspondence addressed to Mayor and Council.

**Policy**

It is the policy of Council that all incoming correspondence addressed to Mayor and Council will be included on a Council Agenda, except as otherwise provided for in this policy.

**Authority**

The Chief Administrative Officer is responsible for the management of Council correspondence.

**Correspondence Defined**

For the purpose of this policy, Council Correspondence refers to:

- a. written submissions from a third party sent to any member(s) of Council and received either electronically or in hard copy, regarding one or more of the following:
    - a request for information or clarification regarding corporate activities and / or initiatives;
    - the conveyance of information; and / or
    - a complaint pertaining to municipal service delivery; and
  - b. written responses from the Village of Belcarra to a written submission as defined herein;
- but does not include routine requests for service or information that are received and responded to by Staff.

### **Procedures**

- a. All Council correspondence, unless otherwise exempted, will be opened and processed in accordance with this policy.
- b. Correspondence addressed to individual councillors, and marked confidential, will be provided to the named councillor unopened.
- c. Correspondence addressed to Council containing complaints regarding administration or personnel will be handled in Closed Council or by the Chief Administrative Officer.
- d. Any Council correspondence that is considered to be inappropriate, offensive, misleading, harassing or threatening will not be included on a Council agenda, and the writer will be so advised
- e. Council correspondence that is anonymous will be withheld from the Council agenda.
- f. The author of any correspondence that is withheld from the agenda, as authorized by this policy, will be so advised, and informed of the opportunity to appeal.

### **Appeal Process**

Anyone wishing to appeal the withholding of correspondence for reasons noted in section (d) and (e) herein, may do so through the Chief Administrative Officer, who in turn will place such correspondence on a Closed Council agenda for consideration and decision regarding its public release.