

	POLICY / PROCEDURE	No.	1.6
	Council Correspondence Policy	Effective Date	2020-09-15
		Revision Letter	A
		Council Approval	2020-06-15

1.0 Purpose

To establish a consistent protocol for receiving correspondence at Council meetings.

2.0 Scope

The Fort St. James Council Correspondence policy applies to all correspondence addressed to Council.

3.0 Policy

Despite the District of Fort St. James Communications Policy, the provisions of the Council Correspondence Policy will apply to all correspondence addressed to Council for receipt at a Council meeting.

The Corporate Officer, in cooperation with the Chief Administrative Officer, reserves the right to determine final disposition of any correspondence addressed to Council.

Many forms of communication, including written correspondence, minutes of meetings, documents discussed or shared at meetings, electronic mail messages and their attachments are considered records and are subject to the Freedom of Information and Protection of Privacy Act, and must be retained pursuant to the District of Fort St. James Document Management Policy. Many records must be kept for a certain amount of time and some must never be deleted or destroyed.

4.0 Definitions

In this policy:

- a) **Council Correspondence** shall refer to any conveyance of information between one party and Council.
- b) **Council** shall refer to the Council of the District.
- c) **District** shall refer to the District of Fort St. James
- d) **Letters of Support** shall refer to Council Correspondence that requests Council's support, in writing, of an initiative, project, endeavor, event or principle that is non-monetary, contractual or binding in nature.
- e) **Junk Mail** shall refer to unsolicited electronic or physical messages received in bulk by the District for irrelevant matters.

5.0 Responsibilities

This policy offers guidance to the Corporate Officer, Mayor and Council, the Chief Administrative Officer, and other district staff in the facilitation of proper dialogue with the Council of the District.

6.0 Procedures

6.1 Requests for Letters of Support

Council regularly receives requests for letters of support from groups seeking to demonstrate community support for initiatives. Given the frequent time sensitivity of these requests, the Mayor shall be authorized, at their sole discretion and option, to permit their preparation by staff, direct revisions and corrections and sign them on behalf of the District. All completed letters of support will be delivered via e-mail or to mailboxes of Councillors. Any declinations of requests for letters of support by the Mayor shall be referred to the Corporate Officer for consideration of submission to Council.

6.2 Correspondence Not Requesting Council Decision

Council Correspondence deemed by the Corporate Officer to not require a decision of Council, including, but not limited to: publications, newsletters, political advertisements, unsolicited advertisements, spam mail and engagements may be delivered to Council mailboxes or e-mail inboxes at the discretion of the Corporate Officer, rather than presented for Council's information at a Council meeting.

A Councillor may request that an item delivered to mailbox or e-mail inbox be presented on an upcoming agenda with a recommendation.

6.3 General Process of Unnamed Correspondence

- a) Council may pass a resolution to cease receiving correspondence from specific sources.
- b) The Corporate Officer will reserve the right to not deliver correspondence that does not include a name of the sender to Council.

6.4 Guidance Respecting Confidential Information

- a) The Corporate Officer may redact telephone numbers and e-mail addresses from correspondence sent to Council, in accord with the provisions of the Freedom of Information and Protection of Privacy Act of BC.
- b) Council Correspondence that concerns complaints regarding a member of Council, Council or a staff member will be forwarded to an In-Camera meeting of Council.

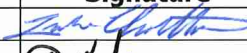
6.5 Best Efforts of the Corporate Officer Respecting Time Sensitivity

Subject to the Council Procedure Bylaw as amended from time to time, Corporate Officer will make best efforts to ensure time sensitive Council Correspondence is received by Council. If Council Correspondence requiring consideration before the next meeting of Council is delivered to the Corporate Officer, the Corporate Officer will make best efforts to submit this information to Council via e-mail.

6.6 Correspondence Handling Procedure

- a) All correspondence will be delivered to the addressees designated.
- b) All incoming Council Correspondence will be opened by a staff member unless identified as 'private' or 'confidential'.
- c) All Council Correspondence marked 'Private' or 'Confidential' will be opened by the Corporate Officer or the Chief Administrative Officer.

7.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Owner	Corporate Officer	Luke Charlton		MAR 24, 2021
Reviewer	Chief Administrative Officer	David Schroeter		Mar 16, 21
Final Approver	Mayor and Council	Paul Stent		

8.0 Revision History

Effective Date	Rev Letter	Document Author	Description of Change
2020-08-15	A	ICO Malkinson	Introduction