



<b>NUMBER:</b>	
<b>SECTION:</b>	Council
<b>SUBJECT:</b>	Council Correspondence Policy
<b>AUTHORITY:</b>	
<b>DATE ISSUED:</b>	October 1, 2019

### 1. PURPOSE

- 1.1 Council of the Township of Wainfleet will receive Correspondence in various formats. To ensure that all Correspondence is dealt with expediently, and in an appropriate manner, the “Council Correspondence Policy” will provide a guide to ensure that communications are relayed to Council, while ensuring that such Correspondence is presented in a consistent and respectful manner.

### 2. DEFINITIONS

- 2.1 “Correspondence” – means letters or requests sent to the Township of Wainfleet from someone outside of the organization either via paper, fax or electronically (email).
- 2.2 “Council” – means the Council for the Township of Wainfleet.
- 2.3 “Council Information Package” (CIP) – an electronic document circulated weekly to Council, containing Correspondence received that week.
- 2.4 “Meeting” – means any regular Meeting of Council.
- 2.5 “Member” – means a Member of Council and includes the Mayor
- 2.6 “Staff” – includes Chief Administrative Officer, Directors, Managers, Supervisors, Officers and all current union and non-union employees of the Township, whether full-time, part-time, contract or seasonal, including volunteers.

### 3. POLICY STATEMENT

- 3.1 The Clerk is responsible for the management of Correspondence addressed to the Mayor and Council and shall ensure that Correspondence is dealt with in a timely and appropriate manner.
- 3.2 Correspondence addressed to the Clerk, Mayor and/or Council shall be received, date stamped and distributed electronically to Council in a weekly Council Information Package (CIP). The CIP includes items such as:
- Resolutions from other Municipalities;
  - Memos from Staff;
  - Correspondence submitted to Council;
  - Committee Meeting minutes



- 3.3 For the purposes of transparency, a link to the CIP will be posted weekly to the Township's website for public access and review.
- 3.4 Staff may prepare information related to any Correspondence matter that is included in the CIP.
- 3.5 If a Member of Council or Strategic Leadership Team wishes to consider or take action on an item that is included in the CIP, they shall notify the Clerk who shall place the Correspondence on the agenda for the next subsequent Meeting for Council's consideration.
- 3.6 Correspondence received by other Township departments that in the opinion of the department head is relevant to Council, shall be forwarded to the Clerk.
- 3.7 Correspondence requesting financial assistance from the Township shall automatically be placed on an agenda for Council consideration.
- 3.8 Proclamation requests shall be managed in accordance with Council's Procedure By-law.
- 3.9 All decisions of Council with respect to Correspondence included in an agenda shall be communicated to the author, generally in the same manner in which it was received.
- 3.10 Correspondence containing defamatory statements, allegations, inferences, impertinent, disrespectful or improper matter, or deemed by the Clerk to be an affront to the dignity of Council shall be returned to the sender (if known) with an explanation as to why the material cannot be circulated in the CIP. The Correspondence will be circulated separately to Council and a copy retained by the Clerk.
- 3.11 Subject to 3.10 and in accordance with Section 32(c) of the Municipal Freedom of Information and Protection of Privacy Act and Section 253(1) of the Municipal Act: unless specifically identified as private or confidential, all correspondence from the general public addressed to the Mayor and/or Council and received by the Clerk shall be deemed to be a communication in the public domain and will published in the appropriate CIP in its original form and without amendment or redaction.

#### 4. SCOPE

- 4.1 This policy is applicable to the administrative operations of Correspondence received by the Township Clerk and Members of Council. For the purposes of this Policy, the Township Clerk may designate the established duties as applicable.