

	Title: Council Correspondence	Policy No: CO-66
	Category: Council Policy	Section: Administration
	Authority: Council	
	Date Adopted:	

Purpose:

The purpose of this policy is to ensure the receipt and circulation of Council Correspondence is handled in a consistent and timely manner.

Scope:

This Policy applies to correspondence in hard copy or electronic format that is addressed to the Mayor, Mayor and Council, or determined by staff to be of interest to Mayor and Council.

Policy Statement:

Each week staff will prepare a Council Correspondence Package containing that week's Council Correspondence. A PDF will be generated combining all the Council Correspondence into one document (or two, if file size is large) and will be sent by e-mail to Mayor and Council via their City e-mail addresses and copied to relevant staff.

Written requests received from the public that conform to policies or bylaws in effect will be referred to the Department that has been assigned responsibility for that matter. The request will be included in the Council Correspondence Package for information only.

Should a member of Council wish to have a certain item from the Council Correspondence Package brought forward on a Council Meeting Agenda for consideration of a certain action, the member will provide a Notice of Motion or seek a resolution of Council to add the item to an agenda in accordance with the City's Council Procedure Bylaw.

Confidential Correspondence will not be included in the Council Correspondence Package but will be provided to Council members either in hard copy in their mail slots or in electronic format on the Council FTP site as appropriate.

External Correspondence Received in Response to City Correspondence will be placed on an appropriate Council Meeting Agenda (either public or closed) together with the original City Correspondence that generated the response.

With the exception of support letters as defined in Council Policy CO-68 - Requests for Letters of Support, and requests that conform to policies or bylaws in effect, correspondence requesting Council take some form of action will be placed on an appropriate Council Meeting Agenda and, if from a City of Langley resident or organization, also copied into the Council Correspondence Package indicating the correspondence will be included on an upcoming Council Agenda for consideration.

Definitions:

City means City of Langley/Langley City

City Correspondence means correspondence in hard copy or electronic format generated by the City per direction from Council

Confidential Correspondence means Correspondence that is determined by the CAO not to be publicly releasable

Correspondence means communications in hard copy or electronic format (e-mail) to or from an identifiable individual or organization

External Correspondence Received in Response to City Correspondence means correspondence received from external bodies in response to City correspondence

Council Meeting Agenda means either a public agenda or a non-public agenda

Council Correspondence Package means a PDF of Council Correspondence that is received within any week and emailed to Council at the end of that week

Council Correspondence – means correspondence that is:

- i. addressed to the Mayor or to Mayor and Council; or
- ii. from a City of Langley resident or organization requesting Council take some form of action; or
- iii. determined by staff to be of interest to Mayor and Council including, but not limited to:
 - correspondence from other levels of government or other municipalities, with the exception of External Correspondence Received in Response to City Correspondence
 - City Correspondence
 - Correspondence from members of the public addressed to the Mayor or Mayor and Council but redirected to staff for response

- Communications from staff with regard to complaints from members of the public
- information about upcoming events from the event organizer
- relevant Information that is significant to the community;

References:

Policy Number:

Policy Owner: Corporate Officer

Endorsed by:

Final Approval:

Date Approved:

Revision Date:

Amendments:

Related Policies: CO-68 – Requests for Letters of Support; Supercedes Policy CO-12 – Routine Matters

Related Publications: