

	Title: <b>Council Correspondence</b>	Policy No: CO-66
	Category: Council Policy	Section: Administration
	Authority: Council	
	Date Adopted: July 22, 2019	

**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:**

Council Correspondence Package

Each week staff will prepare a Council Correspondence Package containing that week's Council Correspondence. A PDF file 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.

External Correspondence Received in Response to City Correspondence which takes the form of Acknowledgement / Letters of Support will be included in the Council Correspondence Package together with the corresponding City Correspondence that generated the response.

Written requests received from the public on matters that do not fall within the jurisdiction of Council 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, by no later than noon on the Wednesday prior to the Council meeting, advise all Council members, the Chief

Administrative Officer, and the Corporate Officer, via email, of their request to add the item to the Agenda, following which the Corporate Officer will place the item on the Agenda. After the deadline of noon on the Wednesday prior to the Council meeting, a member may either provide a Notice of Motion at the Council meeting of their intention to have the item added for the next Council meeting or seek a resolution of Council at the Council meeting to add the item to the 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.

### Correspondence for Council Meeting Agendas

Correspondence requesting Council take some form of action will be placed on an appropriate Council Meeting Agenda, with the exception of the following:

- i. support letters as defined in Council Policy CO-68 – “Requests for Letters of Support”;
- ii. requests that conform to policies or bylaws in effect;
- iii. requests for support of LMLGA, UBCM, FCM resolutions to be presented at those conferences/conventions;
- iv. requests for action that have been previously considered by Council during its current term;
- v. matters that are of a non-jurisdictional nature as determined by the Corporate Officer.

Correspondence to be placed on an agenda, if from a City of Langley resident or organization, will also be copied into the Council Correspondence Package indicating the correspondence will be included on an upcoming Council Agenda for consideration.

With the exception of Acknowledgement / Letters of Support, 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. If a response is received more than one week prior to the next Council meeting, it will be shared in that week's Council Correspondence Package for information prior to it being included on the next Council Agenda.

### **Definitions:**

**Acknowledgement / Letters of Support** means correspondence received acknowledging receipt of City Correspondence or expressing support of City Correspondence

**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 that:

- i. conveys a position of Council on an issue;
- ii. requests action with respect to an issue;
- iii. expresses support or good wishes to another organization or individual.

**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

**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;
- 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
  - 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.

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

**Matters within the Jurisdiction of Council** means matters over which Council has legal, financial, geographic, or operational effect.

**References:**

Policy Number:	CO-66
Policy Owner:	Corporate Officer
Endorsed by:	SMT
Final Approval:	Council
Date Approved:	July 22, 2019
Revision Date:	
Amendments:	
Related Policies:	CO-68 – Requests for Letters of Support; Supersedes Policy CO-12 – Routine Matters
Related Publications:	