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## Regional Board Policy

### EA Directors – Letterhead and Signing Authority

<b>Category:</b>	<b>Policy Number:</b>	<b>Replaces:</b>	
<b>Type:</b> <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	<b>Authority:</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Administrative	<b>Approved By:</b> <input checked="" type="checkbox"/> Board <input checked="" type="checkbox"/> CAO <input checked="" type="checkbox"/> Department Head	
<b>Office of Primary Responsibility: Manager of Corporate Services</b>			
<b>Date Adopted:</b>	<b>Board Resolution Number:</b>	<b>Date to be Reviewed:</b>	
<b>Manner Issued:</b>			

#### **PURPOSE:**

The purpose of this policy is to set clear guidelines for Electoral Area Directors who wish to provide correspondence on items specific to their Electoral Area, rather than getting a Board resolution for correspondence signed by the Chair.

#### **POLICY:**

At times, an Electoral Area Director may wish to provide a letter or other correspondence that pertains to the individual electoral area, rather than the CRD Board as a whole. Provided that the subject of the correspondence is not contrary to Board-established standards or resolutions, the EA Director may utilize the EA Director letterhead that is provided on the CRD intranet site. The EA Director may sign and provide the correspondence without taking the request to the entire CRD Board for endorsement and signature of the Chair. The EA Director must then provide a copy of the correspondence to the CRD at [mailbox@cariboord.ca](mailto:mailbox@cariboord.ca) or by providing a hard copy for official filing of the record.

**POLICY STATEMENT:**

That EA Directors wishing to provide correspondence as an individual elected official, rather than correspondence signed by the Board Chair, may do so if done in accordance with the above-noted policy.

**\*\*\* END OF POLICY \*\*\***

<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>