



**Date:** 10/09/2020

**To:** Chair and Directors, Policy Committee

**And To:** John MacLean, Chief Administrative Officer

**From:** Alice Johnston, Manager of Corporate Services/Deputy CAO

**Date of Meeting:** Policy Committee\_Sep15\_2020

**File:** 340-50

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## Short Summary:

Draft Policy for Consideration – EA Director Letterhead

## Voting:

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## Memorandum:

It has been communicated that electoral area directors require letterhead that they can use for correspondence that pertains to their electoral area, without the formal need for a letter signed by the Chair of the Board. Staff has drafted the attached policy for the Committee's review and consideration.

## Attachments:

Draft EA Director Letterhead Policy

## Financial Implications:

N/A

## Policy Implications:

If approved, this will be a new CRD Policy.

## Alignment with Strategic Plan:

- Communication:** Facilitate communication strategies throughout the entire Cariboo Regional District that meet the needs of residents, community stakeholders, and other levels of government.
- Planning:** Intentionally plan services and activities of the CRD to prepare for future needs of residents and community stakeholders.
- Economic Sustainability:** Foster an environment to ensure the economic sustainability of CRD communities and the region.

- Governance:** Ensure that CRD governance policy and practices are intentional, transparent, and respectful.

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**CAO Comments:**

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**Options:**

- 1) Receipt;
- 2) Receipt and approve policy;
- 3) Receipt and further action (such as amending);
- 4) Defer.

**Recommendation:**

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated September 10, 2020, with attached draft EA Director Letterhead Policy, be received.  
*Further action at the discretion of the Committee.*