



**Date:** 17/05/2022

**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\_May31\_2022

**File:** 340-50

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## Short Summary:

DRAFT – Email Records Policy

## Voting:

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## Memorandum:

The attached policy is presented for the Committee's review.

## Attachments:

- 1) Draft email records policy
- 2) Appendix Diagram – Is it a record?
- 3) Appendix - How to manage email threads

## Financial Implications:

n/a

## Policy Implications:

This item represents a new policy for the Regional District.

## 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 and recommend policy to CRD Board;
- 2) Receipt and request changes;
- 3) Receipt only;
- 4) Defer.

**Recommendation:**

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated May 17, 2022, with attached draft Email Records Policy, be received. *Further action at the discretion of the Committee.*