



Date: 18/05/2022

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

Short Summary:

Draft Board Correspondence Management Policy

Voting:

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Memorandum:

The Board has asked staff to draft a policy that will clarify how items of correspondence (particularly those received via email) are handled in terms of distribution to other Board members and inclusion on the agenda.

Please find attached a draft policy for review and discussion.

Attachments:

- 1) Draft Policy

Financial Implications:

N/A

Policy Implications:

This item represents a new policy for consideration.

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 forward to Board for consideration;
- 2) Receipt and request changes;
- 3) Deferral.

Recommendation:

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated May 18, 2022, with attached draft Board Correspondence Management Policy, be received. *Further action at the discretion of the Committee.*