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Regional Board Policy

Board Correspondence Policy

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

PURPOSE:

To set clear rules and expectations of which correspondence items will be included on Board agendas and which will be shared with Board members via email or other such processes.

POLICY:

1. Correspondence received by CRD staff, addressed to the Chair and/or Directors:

- a) If time allows, it will be included on the Board agenda provided it is relevant to a CRD service and is not solicitation or commercial in nature. Items that do not require CRD action will be included on the Consent Calendar portion of the agenda without an accompanying agenda item summary.
- b) If it does not pertain to a CRD service, it will be posted on the Director's portal site for information. Directors may request that an item from the portal be included on an agenda by asking the Chair. Directors will be expected to view the portal at their discretion and notification will not be provided each time an information item is added. Information items will be deleted from the Directors portal quarterly.

- c) If correspondence is received by CRD staff that is time sensitive and cannot wait for the next Board agenda, it will be emailed or otherwise provided to the appropriate Board members and may still be included on the agenda depending on whether it is believed that there is a public interest or governance transparency component to the item.

2. Correspondence received by Chair or other CRD Board members:

- a) If correspondence is received directly that is addressed to the entire Board or specific Board members, the member receiving such correspondence will promptly forward it to CRD staff at mailbox@cariboord.ca and staff will ensure it is distributed appropriately. If the correspondence is urgent and is received during times that the CRD office is closed, the elected official who received the correspondence will forward the item to the Board member(s) to whom it is addressed and will copy the Chief Administrative Officer and mailbox@cariboord.ca
- b) All correspondence which is addressed to the Chair and Board will be included on a public agenda unless it is solicitous, unethical, illegal, or is properly in-camera. Whoever receives it will send it to mailbox@cariboord.ca for inclusion on an agenda.

3. General:

- a) Correspondence is defined as written communication whether by email, letter, facsimile, or other method.
- b) If a correspondence item is received that is addressed to the Chair and/or Board that is repugnant in nature, defamatory, racist, sexist, offensive, or otherwise contrary to widely held moral standards or public service values, it will not be included on an agenda and staff will work with the Chair to determine whether it is shared with Board members at all.
- c) If an item of correspondence is marked “confidential” it does not enable staff, the Chair, or a Board member to disregard this policy. Confidential items will be dealt with in accordance with existing standards and practices dependant on the topic.

POLICY STATEMENT:

All correspondence items addressed to the Chair and/or Board members will be handled in accordance with this policy.

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

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