

1. Purpose

To support effective governance by establishing a consistent and transparent process for the receipt, distribution, and sharing of correspondence received and sent on behalf of the Municipality.

This Policy is intended to ensure that members of Council are provided with relevant information in a timely manner, while also respecting administrative roles, confidentiality requirements, and applicable privacy and legal obligations.

2. Definitions

For the purposes of this Policy, the following definitions apply:

'Correspondence' - written or electronic communication received or sent by the Municipality, including letters, emails, reports, petitions, submissions, or other formal communications addressed to the Mayor, Council, or the Municipality.

'Council Package' - the agenda materials and supporting documentation distributed to Council members in advance of a duly convened Council meeting.

'On-Table Correspondence' - correspondence received after the Council package has been distributed and provided to Council members at or prior to a Council meeting.

'CAO' - the Chief Administrative Officer of the Municipality.

'CAO Designate' - a municipal staff member authorized by the CAO to act on their behalf for the purposes of administering this Policy.

'Governance-Related Correspondence' - correspondence that relates to Council's role in setting policy, strategic direction, oversight, intergovernmental matters, or issues requiring Council awareness or decision.

'In-Camera' - a closed meeting or portion of a meeting from which the public is excluded, as permitted under section 22 of the *Municipal Government Act*.

'Operational Correspondence' - correspondence related to the day-to-day administration of municipal services, programs, and operations, which falls under the authority of the CAO and municipal staff.

3. General Distribution

Correspondence received by the Municipality that is addressed to the Mayor, the Mayor and Council, and/or is determined by the Chief Administrative Officer (CAO) or designate to be appropriate for Council's information or consideration shall be distributed to all members of Council.

Such correspondence will be included in the Council meeting agenda package, provided as on-table

correspondence, or distributed via email, depending on the timing of receipt, unless otherwise determined by the CAO or designate.

Correspondence that is routine or general in nature and does not require Council decision or direction may, at the discretion of the CAO or designate, be shared electronically with Council members or placed in their mailbox located at the Administration office and excluded from the agenda package.

Where correspondence relates to matters properly addressed in a closed (in camera) session of Council, it may be excluded from the agenda package and instead provided through secure means or as part of an in camera briefing, as appropriate.

4. Time-Sensitive Correspondence

Where correspondence is deemed to be time-sensitive, the CAO or designate may circulate it to members of Council electronically in advance of the next Council meeting.

5. Delayed Circulation

The CAO or designate may delay the distribution of correspondence where additional information, clarification, or legal review is required, or where immediate circulation is not in the best interest of Council or the Municipality.

6. Outgoing Council Correspondence

Correspondence issued on behalf of Council, or as a result of a resolution or motion of Council, shall be copied to all members of Council at the time it is sent.

7. Public Communications

Public-facing correspondence, including news releases, shall be shared electronically with members of Council in advance of public distribution when deemed appropriate by the CAO or designate.

8. Operational Versus Governance-Related Correspondence

To support effective governance and respect the administrative role of staff, correspondence will be shared with Council based on whether it relates to Council's governance responsibilities or to operational administration:

- Governance-related correspondence includes matters of policy, strategic direction, Council decision-making, intergovernmental relations, or issues requiring Council awareness or action. Such correspondence shall be distributed to all members of Council.
- Operational correspondence includes matters related to the day-to-day administration of municipal services and programs. Operational correspondence may be addressed by staff under the authority of the CAO and may be distributed to Council if it is determined to be of broader significance or relevance to Council's governance role.

Council members who receive correspondence directly from the public that relates to operational matters shall refer it to the CAO or designate for appropriate follow-up.

9. Council Member Requests for Council Consideration or Direction

A member of Council has the right to request that Council consider any issue that may arise from governance-related correspondence or to have governance related-correspondence brought before Council for direction. Any such request shall be advanced in accordance with the procedure set out in the Council Proceedings and Committees Policy.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider (7 days minimum): February 7, 2026

Date of Passage of Current Policy: February 26, 2026

I certify that this Policy was adopted by Council as indicated above.

Dan Troke

Municipal Clerk

February 27, 2026

Dated

adopted February 26, 2026