



Clear Hills County

Effective Date: **September 28, 2010**

Policy Number: **1105**

Title: **CORRESPONDENCE AND COMMUNICATIONS**

1. Policy Statement

1.1 Clear Hills County will establish protocol on all communications and correspondence from the Council.

2. Role of Management

2.1 Management will ensure that all correspondence as per approved resolutions shall be prepared and reviewed by the Reeve in a timely manner.

2.2 Administration will provide the following information to the Council:

- a) A.A.M.D.C. Zone meeting minutes and newsletters;
- b) A.S.B. adopted minutes;
- c) Correspondence and various newsletters; and
- e) Provincial News Releases.

2.3 Administration will ensure that each Councillor receives correspondence for the boards and committees the Councillor is appointed to.

3. Role of Reeve

3.1 The Reeve is the spokesperson for Council on all correspondence.

3.2 The Reeve shall review all correspondence drafted by the Chief Administrative Officer for the signature of the Reeve.

3.3 Correspondence received directly by the Reeve shall be distributed to Council.

3.4 All correspondence addressed to the Reeve or Council, received through the County Office address, shall be reviewed by the Chief Administrative Officer and at his discretion provide it to Council members.

4. Role of Councillor

4.1 Correspondence received directly by a Councillor shall at their discretion be distributed to the other Council members.

4.2 All correspondence received through the County Office addressed to an individual Councillor shall be reviewed by the Chief Administrative Officer and when required, submitted to that Councillor.

- 4.3 The Councillor may request the correspondence in Section 4.2 be distributed to the other members.
- 4.4 The Councillor shall ensure that if correspondence requires a response, the response shall be drafted by the Chief Administrative Officer and reviewed by the individual Councillor.
- 4.5 The Councillor may request that correspondence requiring a response be directed to Council for their consideration.

5. End of Policy

ADOPTED

Resolution #C186-03

Date: March 25, 2003

AMENDED

Resolution #C876-03

Date: November 25, 2003

AMENDED

Resolution #C419(05/26/09)

Date: May 26, 2009

AMENDED

Resolution #C689(09/28/10)

Date: September 28, 2010