



# **Corporate** *NO: R143*

# **Report** *COUNCIL DATE: June 26, 2000*

## **REGULAR**

**TO: Mayor & Council**    **DATE: June 21, 2000**

**FROM: City Clerk**    **FILE: 0100-000**

**SUBJECT: City Policies - Correspondence**

## **RECOMMENDATION**

That the report be received and that:

- Municipal Policy D-11 be deleted.
- Attached Municipal Policy - Incoming Correspondence - be approved.

## **BACKGROUND INFORMATION**

Municipal Policy D-11 has been included as Item No. 2, Correspondence to Council. It incorporates current practice as well as a previously approved policy pertaining to the handling of correspondence addressed to Mayor and Council and referrals to the Correspondence Task Force.

The attached new policy has been developed to ensure the City's incoming correspondence is handled in a consistent, efficient and responsive manner. It also reflects the importance of recognizing electronic mail as an organizational record which, along with having administrative importance, may be required as part of a request for records through the Courts or Freedom of Information legislation.

Donna B. Kenny, CMC

City Clerk