

TOWN OF PINCHER CREEK

Approved by: Council	Date: June 10, 2002	Policy Number: 139-02
Reference: Motion #02-231	Revision Date/by:	
Title: RESPONDING TO CORRESPONDENCE ADDRESSED TO MAYOR AND COUNCIL		

Policy Statement

The Town of Pincher Creek will provide guidelines for responding to correspondence addressed to Mayor or Council.

1. Definitions

- 1.1 COUNCIL shall mean Council of the Municipality of the Town of Pincher Creek and shall include the Mayor.
- 1.2 CAO shall mean the Chief Administrative Officer as appointed pursuant to the MGA, Section 201(1).
- 1.3 CORRESPONDENCE NOT REQUIRING ACTION FROM COUNCIL: shall mean correspondence received at the Town Office and addressed to Council and which can be responded to by Administration pursuant to existing policies and bylaws.
- 1.4 CORRESPONDENCE REQUIRING ACTION FROM COUNCIL: shall mean correspondence received at the Town Office and addressed to Council and which require a decision, action or comment from Council.

2. Procedure

- 2.1 Correspondence Not Requiring Action from Council:
 - 2.1.1 Administration will respond to correspondence. A copy of the correspondence and the response will be placed in a binder located in the Mayor/Councillor Office.
 - 2.1.2 Council is to review the Correspondence Binder located in the Mayor/Councillor office. Councillors may request that items be brought to Council for discussion/action at their discretion.

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2.2 Correspondence Requiring Action from Council:

2.2.1 Correspondence requiring actions or decisions of Council will be placed on the Council Agenda and a cover page will be prepared by Administration. Following the Council meeting, administration shall advise the writer of Council's decision. Copies of such correspondence shall be filed in the Town file system.

2.3 The CAO shall initially determine whether correspondence is placed in the Correspondence Binder or placed as an Agenda Item on the Council Agenda.

3. End of Policy