



COUNCIL POLICY

Council Mail and Correspondence Policy	Policy No. 80
Effective Date May 20, 2025	Approved by Council
Date Amended	Resolution No.
Date Established	

1) PURPOSE

To establish protocols for handling all correspondence addressed to the Mayor and Council.

2) SCOPE

This policy is applicable to all Correspondence received addressed to Mayor and/or Council. This does not include correspondence sent to individual Council members, or sent to some but not all Council members, unless it was also sent, or was forwarded to Mayor’s office for response.

3) DEFINITIONS

Village means Village of Anmore.

Correspondence includes all written communications addressed to Council either in regular mail or via email or other electronic means.

4) PROCEDURES

- a) Correspondence addressed to individual Council members and marked “confidential” or “private” shall be considered to be private correspondence and directed unopened to that member’s mailbox at Village Hall.
- b) All correspondence addressed to the Mayor shall be received by the Mayor and dealt with at the Mayor’s discretion and a copy as appropriate be directed to Councillors for information.
- c) All correspondence sent from other levels of government and public organizations addressed to Mayor and Council and requiring action from Mayor and Council shall be included on the next Regular Council agenda as deemed appropriate by the Manager of Corporate Services.

- d) Follow-up responses to correspondence will be provided during business hours.
Correspondence received on weekends and statutory holidays will be addressed as soon as it is practical.

5) EXCLUSIONS

This policy does not apply to written submissions directed to Council regarding agenda items or any other input provided by members of the public as per statutory notification requirements, including but not limited to public hearings, Development Variance Permits, Bylaw Amendments or Adoptions.