

Policy Title: Use of Letterhead for Directors		Policy Number: P20
Policy Category: Administration		
Approval Date: May 26, 1997		Policy Owner: Deputy Chief Administrative Officer
Approved by: Board		File Reference: 0340-50

Policy Statement

To provide guidance to electoral area directors with regard to the use of Comox Valley Regional District (CVRD) letterhead, including a revision of July 2004 that amends the policy to include provision for the use of “area descriptive” names for electoral areas on letterhead.

Policy

1. (a) Electoral area directors shall use electoral area directors’ letterhead, attached as Appendix A, subject to the electoral area director noting in the opening paragraph that they are corresponding in their individual capacity as an electoral area director, to avoid misleading the recipient of the correspondence into thinking that the contents of the correspondence are necessarily the view of the CVRD Board.
 - (i) Example: “As the electoral area director for Electoral Area X, I express the following views regarding...”. It must be clear that the content of the correspondence reflects the position or opinion of the electoral area director. It must also be clear that the letter is not written on behalf of the CVRD.
- (b) When an electoral area director is initiating correspondence on electoral area director letterhead, the signature line must identify the electoral area as an electoral area director of the area he/she is representing.
 - (i) Signature line example:
Director XXXX
Electoral Area X
- (c) All correspondence on electoral area director letterhead must be copied to administration to ensure that proper record keeping systems are kept and to ensure compliance with the *Freedom of Information and Protection of Privacy Act*.

Procedure

2. (a) Letterhead for individual electoral area directors is available from the Administration Department.
- (b) Should a director be uncertain as to whether the content of his/her letter is in agreement with this policy, the matter should be discussed with the Chief Administration Officer or the appropriate committee.

Revision History

Approval Date	Approved By	Description of Change
August 11, 2020	Board	Housekeeping

APPENDIX A



Sam Roberts, Director, DESCRIPTIVE NAME -
Electoral Area X

Tel: 250-XXX-XXXX E-mail: XX

File: 0000-00

Yours truly,

Sam Roberts
Director
Descriptive Name (Electoral Area X)

The views expressed in this letter are those of the director and do not necessarily reflect those of the corporation or the full board of directors.