

Policy Title: Incoming Board Correspondence		Policy Number: P28
Policy Category: Administration		
Approval Date: July 31, 2006	Policy Owner: Corporate Services	
Approved by: Board	File Reference: 0340-50	

Purpose

1. The purpose of this policy is to ensure that issues raised in correspondence to the Chair and Directors of the Board are addressed expeditiously and to keep the Chair and Directors informed of such matters.

Scope

2. This policy applies to all correspondence received at the Comox Valley Regional District offices that is addressed or copied to the Chair of the Board and the Board of Directors.

Guiding Principles

3. The policy regarding correspondence to the Board of Directors is guided by the principles of responsiveness and accountability.

Policy Statement

4. (a) Correspondence addressed to the Chair and the Board of Directors will be posted to the internal CVRD website as it is received for access by all Directors of the Board. Senior managers will respond to routine requests for clarification and information and those directors who are affected by the response will be copied.
The internal regional district website will be updated to reflect subsequent actions taken regarding incoming correspondence, that is a note such as 'request for action' or 'response provided' will be added to correspondence files.
- (b) When incoming correspondence requests Board action, the correspondence shall be included as an item on the appropriate Committee or Board agenda as required provided that the request relates to a CVRD function.
- (c) A staff report will address incoming correspondence when required, providing context and adding value to discussions regarding the incoming correspondence.
- (d) A Director may submit a written request to the Manager of Legislative Services that the Board or a Committee consider a correspondence item that is not expressly related to a CVRD function. The request must contain reference to the item and a requested action or proposed resolution.

Revision History

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