

Approved by Council: March 27, 2017

**CORRESPONDENCE FOR COUNCILLORS AND
DELIVERY OF INFORMATION PACKAGES TO COUNCILLORS**

BACKGROUND

The Town of Redcliff wishes to maximize efficiency in the way it provides general information and Council packages to Council members.

POLICY

1. CORRESPONDENCE

All correspondence is dated upon receipt. When in the opinion of the Mayor and/or Municipal Manager the correspondence is of general interest to Council members, this correspondence will be scanned and emailed to Council. If there is any correspondence that is deemed to be more appropriate to distribute other than by email it will be copied and put in Councillors mail.

Should any member of Council feel that action is required, they wish a copy of correspondence for their use or they wish to have an item of correspondence discussed at a Council; he/ she will request the Municipal Manager to place the item on the next Council agenda.

Correspondence the Mayor and/or Municipal Manager identify as requiring consideration will be placed directly on the next Council agenda.

2. INFORMATION PACKAGES

Information packages for Councillors shall include agendas and any other information or documents to be considered by Councillors.

Staff will endeavour to email Information packages for all regular meetings including Council, Committees or Hearings to Councillors by 4:30 pm on each Friday preceding the meeting. For any special meeting that has been called, staff will endeavour to email packages to Council as soon as possible, dependant on the circumstances and timing of the calling of the special meeting.

Councillors will receive quarterly financial summaries within their information packages after the following cut off dates: March 31, June 30, September 30 and December 31.