

# Town of Portugal Cove-St. Philip's

## Processing Correspondence Policy

Pursuant to the authority vested in the Town Council of Portugal Cove-St. Philip's the following policy has been adopted on the 25 day of April, 2017

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### **1.0 TITLE**

1.1 This document shall be known and cited as the *Processing Correspondence Policy*.

### **2.0 DEFINITIONS**

2.1 "**Council**" shall mean the Town Council of Portugal Cove – St. Philip's.

2.2 "**Town**" shall mean the Town of Portugal Cove – St. Philip's.

2.3 "**Town Correspondence**" shall mean any and all written correspondence (including email) addressed to the Town, with the exception of those marked "Private and Confidential". Correspondence does not include items such as cards, invitations, solicitations, catalogues, general interest etc. which will be directed to the appropriate recipient where applicable and appropriate.

2.4 "**Council Correspondence**" shall mean any and all written correspondence (including email) addressed to the Mayor, Councillor and/or Council, with the exception of those marked "Private and Confidential". Correspondence does not include items such as cards, invitations, solicitations, catalogues, general interest etc. which will be directed to the appropriate recipient where applicable and appropriate.

### **3.0 POLICY CLAUSES**

3.1 All correspondence should be opened, date stamped and attached to the original accompanying envelope (if applicable) by front line staff.

3.2.2 Town Correspondence addressed to a specific individual will be distributed to staff in the format received.

3.2.3 Town and Council Correspondence (scanned if received hardcopy) will be added to SharePoint under 'Correspondence: Incoming'.

3.2.4 Hardcopies will be given to the Deputy Town Clerk (DTC) for filing. Town staff, at their discretion, can remove the hardcopy and control the paper file.

3.2 DTC will update 'Follow Up Information' field in SharePoint with where the correspondence was dispersed:

3.2.1 Public Council meeting – logged in the Correspondence section of the Council package for dissemination, decision or for information

Note: Following the Public Council meeting, the Council Correspondence log will be updated

3.2.2 Committee – committee chairperson and administrative staff committee member will be emailed notified. The administrator can add the correspondence to their agenda.

Note: DTC will flag correspondence requiring immediate action in order to ensure a prompt and official reply

3.3 DTC will log incoming correspondence in the Council Correspondence log for inclusion under the Correspondence section of the Public Council Meeting

3.3.2 The Council Correspondence log will be updated with outcomes from the Council meeting

#### **4.0 AMENDMENTS**

March 2, 2010, Motion #2010-062  
September 12, 2012, Motion # 2012-301  
April 25, 2017, Motion #2017-234

**5.0 REPEALS** None

**6.0 DATE EFFECTIVE** June 20, 2006, Motion #06-246.