

Policy Title: COUNCIL CORRESPONDENCE POLICY

Policy #: F-013

Effective Date: August 18, 2020

Date adopted by Council: August 18, 2020



POLICY

The Municipality of Jasper is committed to providing a clear, consistent and transparent process for members of the public to submit correspondence items to Council.

In order to be considered for inclusion in the Council agenda for information, consideration or action, correspondence items must:

- Be addressed to Mayor and Council;
- Include the sender's full name and contact information;
- Be sent to the Mayor's Office or be sent to all individual Council members;
- Not contain misrepresentations of facts;
- Be relevant to an issue within Council's jurisdiction; and
- Be respectful and free of personal attacks.

PURPOSE

To establish protocols and a formalized process to ensure Council correspondence items are addressed in a consistent and timely manner.

RESPONSIBILITY

The Chief Administrative Officer and the Legislative Services Manager are responsible for the implementation and periodical review of this policy.