MUNICIPALITY OF LAKELAND RIDGES

LAKELAND RIDGES

POLICY P-009
CORRESPONDENCE TO MAYOR AND COUNCIL POLICY

1. Purpose

This policy establishes a consistent, transparent, and fair process for receiving, managing, and responding to correspondence addressed to the Mayor and Council. It ensures that relevant correspondence is brought forward for consideration while respecting individual privacy and procedural appropriateness.

2. Scope

This policy applies to all correspondence submitted to Mayor and Council, including letters, emails, and written submissions from individuals, organizations or groups.

3. Receipt of Correspondence

3.1 All correspondence addressed to Mayor and Council will be received through the Clerk's Office.

3.2 Correspondence may be submitted in person, by mail, or by email to the Clerk's office.

4. Acknowledgement and Verification

4.1 The sender will receive confirmation that their correspondence has been received.

4.2 Before any correspondence is shared publicly (e.g., read at a Council meeting or included in the agenda package), the Clerk will contact the sender to:

a) Confirm receipt;
b) Verify the sender's identity, if necessary; and
c) Confirm their intent for the correspondence to be shared publicly.

5. Public Disclosure and Privacy

5.1 If the sender consents, correspondence may be included in the Council agenda package or read aloud at a public meeting.

5.2 Personal contact information and any content deemed confidential, defamatory, or discriminatory will be redacted or excluded.

5.3 If no consent is given, the correspondence will be kept confidential and shared only with Council and staff as appropriate.

6. Relevance and Inclusion Criteria

Not all correspondence will be read aloud or included in the Council agenda. The following will be considered:

a) Relevance to current municipal business, programs, bylaws, or Council agenda items;
b) Whether the correspondence contains actionable requests or submissions for Council's consideration;
c) Whether the correspondence pertains to a matter within the jurisdiction of the municipality;
d) The tone and appropriateness of the content.

7. Reading Correspondence at Council Meetings

7.1 Correspondence deemed relevant and appropriate may be read in full, or summarized, by the Clerk, or designate, during the next available or appropriate public Council meeting.

7.2 Correspondence deemed relevant and appropriate may be included in a consent agenda and accepted into the meeting minutes.

8. Anonymous or Inappropriate Submissions

8.1 Anonymous correspondence will not be considered for inclusion or response.

8.2 Submissions containing offensive, defamatory, or discriminatory language will not be accepted or circulated.

9. Record Keeping

All correspondence, whether read publicly or not, will be maintained in accordance with the Municipality's record retention policies and applicable legislation.

10. Council's Decision

Council retains discretion to determine the appropriate handling of correspondence, including whether or not to read it publicly, refer it to staff, or respond formally.

Council Approved Date: October 14, 2026

Gregory Grant, Mayor

MUNICIPALITY OF LAKELAND RIDGES INCORPORATED Jan 1, 2023

Susan Patterson, CAO/Clerk