

CENTRAL COAST REGIONAL DISTRICT POLICIES

A-42 Correspondence Policy

Preamble: This policy creates a protocol for submitting, receiving, managing, publishing, and responding to correspondence addressed to the Board of Directors of the Central Coast Regional District (CCRD).

Policy: Policy A-42 provides a clear and objective protocol for the handling of correspondence addressed to the Central Coast Regional District. Accepting and encouraging correspondence facilitates good governance and amplifies public engagement in relation to all Regional District services, operations, and statutory requirements.

A. SCOPE

This Policy is applicable to all correspondence received by the CCRD and addressed to the CCRD Board of Directors, Administration, and Appointed Bodies. The procedures contained in the Policy are in accordance with the *Community Charter*, the *Freedom of Information and Protection of Privacy Act* (FOIPPA), and the CCRD Procedure Bylaw No. 519.

B. PURPOSE

On a routine basis, CCRD staff accept written submissions addressed to the CCRD or elected officials. Submissions are reviewed, classified, and compiled into the Regular Board Meeting Agenda in the 'Correspondence' section. This is published and uploaded to the CCRD's website as part of the Regional District Meeting agendas.

DEFINITIONS

Author means any person writing to the Regional District, Chair and/or Directors, CCRD Administration, and CCRD Appointed Bodies (e.g., Committees and Commissions) from an external Party (including residents, non-residents, or a representative of an organization or third party).

Confidential Correspondence means correspondence that is determined by the Corporate Officer to not be publicly releasable based on legislative requirements and other bylaws and policies of the Regional District.

Corporate Officer is the employee appointed by Regional District and has the meaning included in S.148 of the *Community Charter*.

Correspondence means any written communication, including letters, emails, faxes, petitions, and other forms of written expression, addressed to the CCRD Chair, elected officials, Regional District Appointed Bodies, and Regional District staff.

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<i>Meeting</i>	means a regularly scheduled Regional District or Regional District Committee/Commission meetings.
<i>Meeting agenda</i>	means Regular Regional District or Regional District Committee/Commission meeting agendas.
<i>Regional District</i>	means the Central Coast Regional District.
<i>Regional District Correspondence Package</i>	means the publication containing accepted Correspondence that is prepared by Legislative Services and distributed with the regularly scheduled Regional District meeting agendas.

C. AUTHORITY

This Policy is established and enforced in accordance with the *Community Charter, Freedom of Information and Protection of Privacy Act*, and the Central Coast Regional District Procedure Bylaw No. 519.

The Corporate Administration Department, under the direction of the Corporate Officer, is responsible for the acceptance of documents provided to the CCRD and as well as the maintaining and safekeeping of public records pursuant to section 148 of the *Community Charter*.

The Corporate Officer or designate retains the authority to accept submissions of correspondence addressed to Chair and/or Regional District.

D. PROCEDURES

I. Acceptable Format and Content

Correspondence is accepted in the following formats:

- webforms via the CCRD's website;
- electronic mail (email);
- fax;
- mail;
- dropped off in person, at the CCRD Office.

II. Distribution:

- (1) All Correspondence received must meet criteria listed in Section 7 of Part D: Procedures, II Distribution of this Policy to be added to the Regular Board meeting agenda. If the criteria is not met, correspondence may be added to the In Camera/Closed portion of the agenda if it relates to the reasons provided in Section 90 of the *Community Charter* (reasons to close meetings).
- (2) Correspondence addressed to the Regional District will be added to the following regular board meeting agenda in the "Correspondence" section. All personal information (excluding the author

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name) will be redacted from the document for publication on the regular board meeting agenda.

- (3) Correspondence addressed to the Regional District's Appointed Bodies will be received by the Corporate Officer and distributed to the specified Appointed Bodies.
- (4) Correspondence addressed to the Chair will be forwarded to the Chair, with further distribution at the Chair's discretion.
- (5) Correspondence addressed to specific directors will be forwarded to the Director, with further distribution at their discretion.
- (6) Correspondence received during an active and ongoing regular board meeting (for example, as part of a Delegation or public input period) will be added to the following agenda. This does not include presentation materials (e.g., PowerPoint slides).
- (7) Petitions received by the Regional District will be forwarded to the Corporate Officer for distribution to the Board of Directors through the upcoming regular board meeting agenda. In accordance with Section 82 of the *Community Charter*, petitions must include the full name and residential address of each petitioner.
- (8) The following types of correspondence will not be publicly distributed to the Board of Directors or added to the regular board meeting agenda:
 - a. Unsolicited advertising;
 - b. Anonymous correspondence;
 - c. Correspondence containing inappropriate language or other defamatory remarks,
 - d. Threats to the CCRD, CCRD elected officials, staff, or Appointed Bodies will be passed along to the RCMP for appropriate action;
 - e. Confidential and/or personal information of third parties; or
 - f. Correspondence pertaining to a zoning bylaw that is the subject of a public hearing, and which has not yet been adopted.
- (9) Correspondence containing information on and/or identifying CCRD staff will be added to the in-camera/closed portion of the board meeting.

III. Submission Deadlines and Timelines

To be included on the next scheduled meeting agenda, correspondence must be received by the Corporate Officer no later than 12:00 Noon on the Thursday preceding a Regional District Regular Board Meeting. Petitions will be included as correspondence in the next regular meeting agenda. If correspondence (including petitions) miss the deadline of 12:00 Noon on the Thursday preceding the Board meeting, they will be added to the following Board meeting.

IV. Confidential Correspondence:

Confidential correspondence will not be included on a public agenda but will be provided to the Regional District's Board of Directors in the Closed/ In Camera Regional District agenda or provided to the appropriate authority or staff member. The CCRD uses the reasons outlined in Section 90 of the *Community*

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Charter to define Correspondence as ‘confidential’.

V. Response and Communication:

Regional District Directors, at their own discretion, may raise any correspondence item for discussion during the “Correspondence” section of the associated meeting agenda package.

CCRD Administration will not respond to received correspondence on behalf of the Board of Directors unless directed by the Board via resolution. Directors may engage with their constituents as they see fit. It is recommended that those submitting correspondence identify their Electoral Area to help facilitate that discussion.

Corporate Administration staff will provide all accepted electronic correspondence with a confirmation receipt and provide information to the Author about when and where the correspondence shall appear for CCRD consideration.

E. EXEMPTIONS

For clarity purposes, submission exemptions to this Policy include:

1. Public Notice responses (e.g. Public Hearings or other statutory notices inviting the public to provide input). Deadlines, requirements, and details for submissions for public notices are indicated on the specified notice.
2. Physical mail that is addressed to an individual Regional District Director which will be considered private correspondence and be scanned and forwarded to the CCRD Director’s email.

F. PUBLIC RECORD

Accepted correspondence submissions that are placed in the Regional District Agenda Package become part of the permanent public record and Regional District Archives.

Correspondence that is submitted that contains personal information is collected in accordance with British Columbia’s *Freedom of Information and Protection of Privacy Act*. Personal information other than the name and civic address will be withheld from public disclosure. The use, storage, and retention of personal information in the Regional District Correspondence Package is under the authority of the CCRD’s Privacy Management Program Policy.

G. ACCESSIBILITY ACCOMODATIONS

Accommodation for accessibility purposes in relation to this Policy are available to individuals by contacting the CCRD.

Adopted: March 28, 2024
Review Date:

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