



DISTRICT OF NORTH SAANICH

COUNCIL POLICY

TITLE: WRITTEN COMMUNICATION FROM THE PUBLIC	NO. COU-004
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1.0 Written Communication from the Public (111/04)

- 1) **All correspondence including e-mails addressed to the Mayor** shall be received by the Mayor and administered at the Mayor’s discretion and, if deemed appropriate, a copy may be directed to Councillors for information.
- 2) **All correspondence including e-mails addressed to the Council and/or the Mayor and Council** shall be received by the Chief Administrative Officer and either:
 - a) placed on a Council or Committee of the Whole Agenda accompanied by a Staff report if required; or,
 - b) if routine and/or a matter of fact, *where a decision or action of Council is not required*, it will be responded to directly and a copy of the original correspondence and the District’s response will be placed in the Information Package of the next regular Council meeting.
- 3) In order to be eligible to be placed on an agenda of Council or Committee of the Whole, correspondence must use respectful language consistent with the rules for Public Participation Period in North Saanich Council Procedure Bylaw No. 1355, as amended from time to time.
- 4) **All correspondence including e-mails addressed to a North Saanich Advisory Commission** may be referred directly to the Commission at the discretion of the Chief Administrative Officer.

EFFECTIVE DATE: 2004	APPROVED BY: COUNCIL	LAST AMENDMENT: 2021	REF:	PAGE 1 of 1
	PREVIOUS POLICY NO. 1002.2			