



Staff Report CL2022-007

Title of Report: CL2022-007-Council Correspondence Policy No. 62 –
Draft Amendments

Department: Clerks

Branch: Legislative and Council Services

Council Date: April 6, 2022

Recommendation:

Be it resolved that Council receive Staff Report CL2022-007 for information; and

That Council receive the draft amendments to the Correspondence Policy No. 62 and provide feedback to staff; and

That Council consider approval of the updated policy by By-law at the April 20, 2022, Council meeting.

Background:

Currently the Township of Southgate has a Council Correspondence Policy in place that was approved by Council on April 2, 2016, and available on the website to view here: https://www.southgate.ca/en/local-government/resources/documents/By-laws-and-Policies/Policy-Listing/62_Council-Correspondence-Policy.pdf

Staff Comments:

With updates to the Procedural By-law over the last few years, and changes to the Consent Agenda process at Council meetings, staff are bringing forward updates to the Council Correspondence Policy No. 62 to refresh the policy to more accurately reflect current practices taken with correspondence received.

Draft amendments are included in this report at Attachment #1 – Council Correspondence Policy – April 6, 2022, Draft updates in red. Track changes from the current version are shown. Staff are looking for Council's feedback on the amendments.

Financial Implications:

There are no financial implications to the Township as a result of this report.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

That Council receive Staff Report CL2022-007 for information and that Council receive the draft amendments to the Correspondence Policy No. 62 and provide

feedback to staff and that Council consider approval of the updated policy by By-law at the April 20, 2022, Council meeting.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Lindsey Green, Clerk

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachment #1 – Council Correspondence Policy No. 62 – Draft Amendments