

 CITY OF VICTORIA	CORRESPONDENCE MANAGEMENT POLICY	
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SUBJECT: Correspondence Management Policy		
PREPARED BY: Legislative Services		
AUTHORIZED BY: City Council		
EFFECTIVE DATE:		REVISION DATE:
REVIEW FREQUENCY: Two years		

A. PURPOSE

The City receives a high volume of correspondence from the public, agencies and other levels of government on a wide variety of issues. The purpose of this Policy is to clarify the City's procedure for handling correspondence that is submitted to Mayor and Council.

B. OBJECTIVES

Policy objectives involve establishing a consistent, understandable, transparent AND documented procedure for managing Council correspondence so that Council, staff and the general public understand the process, and so items of correspondence are managed accordingly.

C. DEFINITIONS

Committee of the Whole means Council sitting as Committee of the Whole

Correspondence means letter is hard copy as well as emails.

Council means the Council of the City of Victoria.

D. CORRESPONDENCE FOR COUNCIL OR COMMITTEE OF THE WHOLE AGENDA

Correspondence received from the Federal or Provincial Government, Local and First Nations Governments within the Capital Regional District, shall, where the subject matter warrants, be placed on Council meeting agendas for receipt or further consideration by Council which may include the referral of the correspondence to Committee of the Whole.

E. MANAGEMENT OF LAND USE APPLICATION CORRESPONDENCE

Correspondence for land use applications that will appear before Council shall be provided with staff reports on meeting agendas, as well as added to public hearings as submissions when submitted for that purpose.

F. GENERAL CORRESPONDENCE TO MAYOR AND COUNCIL

Other correspondence that is received by the City addressed to Mayor and Council is responded to by The City's correspondence team. If a member of Council wishes to bring forward the correspondence for Council to consider it further, the member of Council can utilize the council member motion or notice of motion procedures to have the issue raised in the correspondence considered further by Council. This provision should not be exercised on correspondence related to operational matters, but rather to matters of policy.