

1st Resolution – Aug. 3, 2007

Resolution Re: Mayors Office Correspondence Management

WHEREAS THE Mayors' office receives a considerable volume of correspondence through written or electronic form;

AND WHEREAS THE MAYOR has acknowledged in the past that management of this correspondence, especially e-mails has been overwhelming to the point where many e-mails may go unanswered or otherwise not responded to;

AND WHEREAS the management of this correspondence is critical to the effective operation of the County;

AND WHEREAS the dissemination of this correspondence to the remainder of Council as well as the Clerk is of utmost importance to successfully conduct the business of the Corporation;

NOW THEREFORE BE IT RESOLVED;

THAT ALL correspondence sent and received through the Mayor's office including all e-mail addressed to the Mayor by title or name, be copied to all councilors as well as the County Clerk;

AND THAT the Mayor's assistant implement this direction for all hard copy correspondence;

AND THAT the General Manager of Corporate Services through the information Systems Division ensure that all e-mail sent to the Mayor by title or name, is automatically copied to all Councillors and the County Clerk;

AND THAT any questions or concerns from Councillors regarding specific correspondence to the Mayor's office be first directed to the Mayor for a response and if required, the matter be referred to Council in Committee under the "Inquires, Announcements and Concerns of Councillors" part of the agenda.