



BY-LAW

2012-28

BEING A BY-LAW TO ADOPT A REVISED COMMUNICATIONS POLICY FOR THE TOWNSHIP OF HURON-KINLOSS

WHEREAS the Council of the Corporation of the Township of Huron-Kinloss deems it expedient to establish policies;

AND WHEREAS the Municipal Act S.O. 2001, c25, Section 5(3), as amended, provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law;

NOW THEREFORE the Council of the Township of Huron-Kinloss enacts as follows:

- 1.0 The Corporation of the Township of Huron-Kinloss hereby adopts a revised Communications Policy as contained in the attached Schedule "A" to this by-law.
- 2.0 This By-Law shall come into full force and effect upon its final passage.
- 3.0 This By-law may be cited as the "Adopt Revised Communications Policy By-Law".

READ a FIRST, SECOND and THIRD time and FINALLY passed this 19th day of March, 2012.

Original signed by
Mitch Twolan

Mayor

Original signed by
Sonya Watson

Clerk



Section: 5.0 General
Policy: Communications
By-Law: 2004-9, 2012-28

Date: January 19, 2004
Pages: 4
Revision: March 19th, 2012

Coverage: This policy shall cover all communications/correspondence received by the Township of Huron-Kinloss addressed to any municipal employee or member of Council. This includes receipt by direct mail, hand delivered, fax, courier and electronically.

Policy Statement: To ensure that all communications received by the Township are dealt with in an efficient manner and responded to in writing.

Legislative Authority: N/A

Contents: **Communications** for the purposes of this document shall mean all mail, correspondence, documents etc.

Communication Distribution:

Communications are a priority and shall be processed as soon as it arrives.

The person or persons holding the title of Receptionist, or any person appointed to cover the Receptionist position shall process all incoming communications and shall date stamp.

All communications are received by the Administrator, unless otherwise directed and would not intent with the intent of this policy.

The Administrator reviews all communications and distributes to the appropriate department or individual as follows:

- Communications of a routine nature shall be referred by the Administrator directly to the department or individual concerned, or to file without prior reference to the Council or any Committee.

- Communications in the form of emails that are received and responded to shall be printed and filed.
- All invoices shall be opened date stamped directed to the Treasurer.
- All cheques shall be given directly to the Treasurer or Deputy Treasurer.
- Tenders received through the mail shall be left sealed, date stamped (with time received noted), initialed and provided directly to the appropriate Department, who shall process in accordance with procurement policy.

Email communications are received directly by employees through their corporate email accounts. These communications shall be dealt with in accordance with this policy.

Council Communications:

Communications addressed to the Council shall be received by the Administrator who shall deal with them as follows:

- Where, in the opinion of the Administrator, the subject matter of any communication is properly within the jurisdiction of a Board or Special Committee of the Council, such communication shall be referred directly to the appropriate Committee and copied to the Mayor, without prior reference to the Council.
- Communications received that are unsigned or containing obscene or defamatory language or impertinent or improper matter will be filed without prior reference to the Council or any Committee.
- Every communication or petition intended for presentation to the Council must be legibly written, typed or printed and signed by at least one (1) person. The Clerk shall list within the agenda only those communications and petitions received prior to one o'clock in the afternoon (1:00 p.m.) on the Thursday preceding the regular Council meeting unless deemed to be of an urgent nature. All communications or petitions received after one o'clock in the afternoon (1:00 p.m.) on the Thursday preceding the day of the Council meetings shall be held over for subsequent consideration by the Council.

- Communications that are inquiries or complaints shall be forwarded to the appropriate Department Head who shall respond in writing and copy to Council.
- Resolutions from other Municipalities shall be forwarded for consideration and recommendation to Council.
- Communications of an "information only" nature shall be listed on the agenda under "Correspondence Received" and placed in a folder available for viewing by members of Council and will be stamped with the date of the meeting at which it is available for viewing.

Proclamations:

The Council recognizes the symbolic gesture of endorsing special days, weeks, or a month in support of various community groups and their causes.

The Mayor is delegated the authority to approve all requests for proclamations received by the Municipality. No requests shall be turned down.

It shall be noted that the Township shall not subsidize any costs related to proclamation advertising. The sponsoring organization requesting a proclamation shall be responsible for all publicizing and shall bear the entire cost of same. The Municipality may include the proclamation on the Township of Huron-Kinloss official website.

A copy of each approval letter from the Mayor's office will be circulated to the requesting organization for information.

Council, having delegated the administration of proclamations, shall not hear delegations related to proclamation requests.

Each organization shall be responsible for making arrangements for the attendance of the Mayor or Councillors at a specific function or event.

Funding Requests:

Communications requesting funds from the current budget and the request is received prior to the adoption of the current budget will be distributed to the Treasurer and brought forward during budget deliberations.

Communications requesting funds from the current budget received after the budget has been adopted will be brought forward to Council as per this policy.

General:

The Administrator in his/her absence may delegate the distribution of communications according to the provisions of this policy.

All outgoing communications shall be printed and filed in the appropriate municipal property file or in the corporate filing system.

Every communication, written or otherwise, included on an agenda for consideration in open session of Council or Committee thereof shall be deemed to be a communication in the public domain.

Correspondence, including emails, intended for Council and/or Committee is generally received as public information subject to the Municipal Freedom of Information and Protection to Privacy Act. The Administrator and/or Clerk shall be advised of any confidential items, the general nature of the confidential item and will determine if the item meets identified criteria for confidential correspondence and whether it will be included within the public agenda, circulated under separate cover or included on the closed session agenda.

Individuals who submit communications and other information to council and its Committees or Boards should be aware that any personal information contained within their communications may become part of the public record and may be made available through the agenda process which includes publication on the Township's website.