



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2019-M-029

Staff
 Committee

Subject: Incoming Mail
Agenda Date: January 24, 2019
Attachments:

RECOMMENDATION

That Council receive Memo 2019-M-029

And further that Council direct Staff to amend the incoming mail policy as indicated in the report for Council's consideration

INFORMATION

The policies of the Municipality should be reviewed on an on-going basis. Typically this review is completed as a function of time (for example, every five (5) years), as governing legislation is changed (as with Bill 68 enacted by the Province in 2017), or as it becomes apparent that present policies do not appropriately reflect the present circumstances.

The present policy governing how incoming mail is handled has a few flaws. These flaws lead to some time sensitive communication being reviewed by Council either too close or after the deadline in the communication, a large portion of Staff time that could be better directed and, as evidenced when the shelf came tumbling down, consumes a great deal of storage resources. It should be remembered that the present policy was created in a time when electronic communication was in its infancy and the vast majority of communications received were received in paper form.

As well, in the 'connected by server' computer days which we now operate in, much communication is maintained multiple times in email data files, the mail data files and project data files. An updated policy would work to address areas where our efforts may be duplicated and work to streamline the process of receiving communication and ensuring it arrives in the appropriate location for action.

Council Communication

There are, basically, three types of communication that are forwarded to Council. These are resolutions from other municipalities, communication where an action by Council is requested, and information that is provided simply for Council's information. Presently, all information is to form part of the agenda package for meetings of Council. The result is, at times, a rather large agenda package which can seem daunting. For communication to go to Council, the following is proposed.

Resolutions from Other Municipalities

Communication received that are resolutions from other municipalities will be directed to the appropriate Staff to create a report to accompany the request for support and then placed on the next available Council meeting agenda. Presently, resolutions are presented without also providing Council with the benefit of our experiences and what the benefit to support, or not support, resolutions of others will have on our Municipality.

Action Correspondence

Similarly, communication received requesting that Council take a certain action will be forwarded to the appropriate Staff to create a report which will accompany the piece of correspondence and placed on the next available Council meeting agenda. This will ensure that actions that may affect operations, budget, or other Municipal policies can be fully explained as Council is considering requests.

Information Communication

Communication that is received only for Council's information will be listed on the meeting agenda but the actual communication item will be circulated to Council on a regular (at least weekly) basis rather than being included in the agenda package. This will reduce the number of pages in the typical agenda package while at the same time provide information to Council in the most timely fashion possible.

Early circulation will also allow Members of Council to request that correspondence deemed to be for information only be elevated to action correspondence which would then appear on the upcoming agenda under that heading accompanied by a relevant report from Staff.

By listing the information items circulated to Council on the agenda, should a member of the Public wish to have a copy of the communication this would still be possible under the same rules as presently govern sharing agenda packages.

Agenda Changes

The agenda will be altered to show the list of 'Information Correspondence' under the 'Consent Agenda' heading as well as having headings for 'Action Correspondence' and 'Resolutions from Other Municipalities'. Staff reports related to correspondence items will be included in the correspondence area rather than in the Staff report heading. This should result in a better flow to these areas of the agenda.

Other Communication

There is much communication received that relates to operations or grant programs that go directly to the responsible Staff. This will continue but rather than maintaining a copy of the letter in a separate paper file, this will be included in the operational/grant files maintained by Staff. If generic communication would be of benefit or interest to community groups, Staff will forward as appropriate.

Storage

Communication that is shared with Council will still be maintained but only in electronic form. Other communication will be maintained in the appropriate operational/grant files and also electronically wherever possible.

Prepared by:

Reviewed by:

Craig Davidson, Treasurer/Administrator
Name, Position

Name, Position

