

STAFF REPORT: ADMINISTRATION



REPORT TO: Council
MEETING DATE: August 27, 2007
REPORT NO.: A.07.23
SUBJECT: Processing of Correspondence
PREPARED BY: Stephen Keast, Clerk

A. Recommendations

THAT Council receive Staff Report A.07.23, "Processing of Correspondence" for information purposes;

AND THAT Council authorizes the proposed Correspondence Plan of Action for the months of September and October, 2007 as a trial period.

B. Background

Correspondence Plan of Action:

Beginning August 28, the Clerk's Department will continue to collect and sort correspondence to the Town. Correspondence addressed directly to Staff will continue to be delivered to the Staff person identified. Correspondence directed to the Mayor and Council, either from Ministries and Agencies or residents and ratepayers and requiring an action, will be directed to the Staff person deemed most appropriate to initiate an action or response. Copies of such correspondence will be placed in the Mayor and Councillors mailboxes with an attached note as to how the correspondence was directed.

A Staff recommendation on an action or response, if required, will then be introduced to Committee or Council, as deemed appropriate.

Correspondence that is to be received for information purposes will continue to show on the Council Agenda and will be placed in the Consent Agenda. Any member of Council may request that the Correspondence be removed from the Consent Agenda should an action other than receiving the item be deemed appropriate.

C. The Blue Mountains' Strategic Plan

Providing a strong, well-managed municipal government.

Develop and encourage innovation and use of best practices by Council and Staff.

D. Budget Impact (cc: Treasury if required)

None

E. Attached

Respectfully submitted,
