

Administrative Procedure 1200 R1

Correspondence

1. **Classifications**

All correspondence received at the administration building and addressed to the board, the board chairperson, or otherwise addressed but intended for trustees, will be classified as:

- (a) Category 1 – *information only*
- (b) Category 2 – *response by staff or chairperson*
- (c) Category 3 – *requiring board action*
- (d) Category 4 – *confidential personnel matter*

2. **Board Correspondence Procedures**

As it is the intent of the board to have all correspondence dealt with in a timely manner, the following will apply:

Correspondence addressed to the board or board chairperson will be received by the secretary-treasurer's office. Copies of all such correspondence will be forwarded to the board chairperson and the secretary-treasurer immediately.

Category 1: information only

Correspondence addressed to the board will be acknowledged immediately.

All correspondence items considered to be Category 1 in nature (*information only*) will be included in a centralized site, i.e., SharePoint site, trustee information binder, etc. This information will include any replies that may have already been written (other than acknowledgements).

Category 2: response by staff or board chairperson

Correspondence addressed to the board will be acknowledged immediately.

Correspondence falling under Category 2 (*response by staff or board chairperson*) will be referred to the appropriate person for a response. A copy of the letter and its response will be published in a centralized site for reference of trustees.

Category 3: requiring board action

Correspondence addressed to the board will be acknowledged immediately.

Correspondence in Category 3 (*requiring board action*) will be placed on the agenda for the next regular board meeting, unless the correspondence deals with property, personnel or litigious matters, in which case this correspondence will be placed on the agenda for the next in-camera board meeting. The deadline for referral to a regular board meeting will be the agenda-setting meeting of the week prior to the board meeting. In extraordinary circumstances, the board chair may call for a special meeting in reference to an item of correspondence.

When a formal reply is deemed necessary or appropriate, the responsibility to such correspondence will be determined by the board at its regular meeting or its in-camera meeting. Where necessary or appropriate, the individual drafting the reply will discuss the proposed content with the board chairperson. If time permits, a draft of the reply will be posted to a centralized site for consideration by trustees.

Category 4: confidential personnel matter

Correspondence addressed to the board will be acknowledged immediately.

Category 4 correspondence (*confidential personnel matter*) will be copied to the chairperson immediately, and referred to the appropriate staff person for investigation and a response. The original letter and the response will be provided to all trustees in a confidential manner if appropriate. Correspondence from Category 4 will not be published.

Note: Correspondence received at a trustee's home address will be forwarded to the secretary-treasurer's office, as soon as possible, to enable the procedures outlined in this document to occur.