

TOWN OF STRATFORD - COUNCIL POLICY			
Name:	Correspondence Policy	Policy Number:	2003-FA-01
Committee:	Finance and Administration	Approval Date:	April 9, 2003

1. Incoming Correspondence

All incoming correspondence shall be stamped received with the date, logged (date, sender and recipient), copied for the incoming correspondence file and distributed to the recipient with the following exceptions or additions:

- a. correspondence marked private or confidential shall be left unopened and delivered to the recipient;
- b. correspondence marked payroll department shall be left unopened and delivered to the Manger of Finance & Administration;
- c. correspondence for the Seniors Corporation shall be delivered to the Administrative Clerk 1 and copied to the Council Chair;
- d. advertisements, sales offers, periodicals and magazines etc.do not need to be logged or copied for the incoming correspondence file;
- e. correspondence not addressed shall be delivered to the Chief Administrative Officer;
- f. correspondence from the Town's financial institution and the Canada Customs and Revenue Agency shall be distributed to the Manager of Finance and Administration, no matter who it is addressed to unless it is marked private or confidential.

2. Financial Transactions

- a. Invoices shall be date stamped and delivered to:
 - i. Administrative Clerk 1 for all Town invoices;
 - ii. Administrative Clerk 1 for all Seniors Corporation invoices;
 - iii. Manager of Finance and Administration for Utility invoices;
 - iv. Manager of Finance and Administration for Business Park Corporation invoices.
- b. Cheques shall be locked in the cash drawer and an email notice sent to the Administration Clerk 1 and the Manager of Finance and Administration if the value of a cheque exceeds \$1,000.

3. Outgoing Correspondence

- a. All outgoing correspondence shall be logged (date, sender, recipient), copied for the outgoing correspondence file and copied to the Chief Administrative Officer and, where applicable, the Department Head.

4. Mayor and Council Correspondence

- a. All correspondence addressed to the Mayor and Council shall be copied to the Chief Administrative Officer;
- b. The Chief Administrative Officer shall copy incoming and outgoing correspondence to the Mayor and Council as he/or she deems appropriate to ensure that Mayor and Council are informed about general town business or business relevant to the appropriate committee chair.

5. Legal Documents

An original copy of all legal documents shall be given to the Administration Clerk 3 for filing in a secure location including, but not limited to, the following:

- a. deeds;
- b. easements;
- c. approved survey plans;
- d. agreements;
- e. loan notes;
- f. bylaws.

6. Fax and Electronic Correspondence

Incoming and outgoing faxes and emails shall be logged and distributed in the same manner as other correspondence when the fax or email takes the place of traditional correspondence or is not followed up with letter original. It shall be the responsibility of the recipient of the individual emails and faxes to ensure that the faxes and emails are logged and distributed in accordance with this policy.