

APEGBC Policy

Council Correspondence Management Policy

COUNCIL CORRESPONDENCE MANAGEMENT POLICY

1.0 Purpose & Scope:

- 1.1 Record policy on involvement by Council or Councillors with investigation and discipline cases before the Registrar, the Investigation Committee or the Discipline Committee when presented with correspondence addressed to Council on such cases.
- 1.2 Record policy on processing other correspondence addressed to Council.

2.0 References:

- Oversight of the Investigation and Discipline Committees Policy

3.0 Policy:

- 3.1 Any correspondence that pertains to an Investigation or Discipline case, file or complaint, shall be directed to the Penalty Review Panel Chair or Investigation Committee or Registrar, as appropriate, to protect the integrity of statutory processes and confidentiality requirements set out in the Act.
 - 3.1.1 For any correspondence handled under 3.1 above, the writer will receive advice regarding the policy and information on where his/her correspondence has been directed.
- 3.2 Other correspondence addressed to President or Council shall be processed as follows:
 - 3.2.1 Correspondence addressed to Council shall be provided to Council together with an appropriate acknowledgement for signature by the President.
 - 3.2.2 Correspondence related to the policy role of Council shall be forwarded to the Executive Committee and, if relevant to Council, will be provided for Council information together with the President's reply.
 - 3.2.3 Correspondence addressed to Council related to operations will be provided to Council together with a response drafted by the relevant staff member.

Approved by Council: April 23, 2010 (CO-10-73)