

To: CAO

From: Clr Hay

Subject: Correspondence File

Background: In the past, a copy of all incoming and outgoing correspondence had been placed in a file folder and made available to the Mayor and Councillors in the CAO’s Office, for their perusal. This was extremely beneficial for the Mayor and Councillors, as it kept them up-to-date on all incoming and outgoing correspondence, which contained vital information concerning the Village. This process also allowed for the Mayor and Councillors to possess information, which they would be able to share with the residents and among themselves. It is essential for the Mayor and Councillors to be current on all issues involving the workings of the Village and being able to read all incoming and outgoing correspondence will definitely provide one such measure.

Proposal: To create a means where a copy of all incoming and outgoing correspondence is made available to the Mayor and Councillors.

Motion: *“Staff produce a means by which the Mayor and Councillors are able to view all incoming and outgoing correspondence on an ongoing basis and provide a list of said correspondence at the Regular Meetings of Council.”*

D. I. (Ian) Hay

Councillor

Village of Lytton

17 December 2014