



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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| Type       | POLICY                                     |              | Policy No              | POL-1401 (formerly 049) |
| Title      | Electronic Communication Policy            |              |                        |                         |
| Author     | M. Koonts                                  | Reviewed By: | G. McRadu, Interim CAO |                         |
| Date       | January 2, 2014                            |              | Version                | P. DeJong               |
| Issued for | Regular Council Meeting – January 24, 2017 |              |                        |                         |

This policy applies to all members of Village of Lions Bay Council, staff, volunteers and contractors who have been assigned a Village of Lions Bay email account.

For the purpose of this policy “electronic communication” must be defined as: “any communication via electronic means that involves a text or printable message.”

1. All Village of Lions Bay business-related e-mail correspondence is the property of the Village of Lions Bay, is subject to the *Freedom of Information and Protection of Privacy Act* and must not be deleted.
2. All emails addressed to and received by a majority of Council must be forwarded by the Mayor to the CAO and to [agenda@lionsbay.ca](mailto:agenda@lionsbay.ca) for inclusion in the next regular Agenda package, subject to Correspondence Policy No. 1405. If the email was not received by the Mayor, the Councillors who received it must forward it as aforesaid.
3. In the interests of providing residents with timely responses, emails addressed to a majority of Council may be responded to by the Mayor prior to the next Council meeting. Such email responses must be copied to all of Council and the CAO, must not contradict current Council policies, and must note they are subject to Council approval, correction, clarification or further comment. Such responses must be attached to the incoming correspondence on the next Agenda, subject to Agenda cut-off dates and considerations of confidentiality or other aspects of this policy.
4. All Village of Lions Bay business-related e-mail correspondence is to be sent using the unique Village of Lions Bay email address assigned to the user.
5. In cases where access to the Village of Lions Bay email address is not available, due to technical or other logistical difficulty, an alternate (personal) email address may be used only if:
  - i. The matter is urgent and cannot wait until the technical or other logistical difficulty has been resolved; and
  - ii. The user’s Village of Lions Bay email address has been included in either the Courtesy Copy (cc) or Blind Courtesy Copy (bcc) field.

6. Unless necessary for reasons cited in Section 4 above, users must not use their personal email addresses to conduct Village of Lions Bay business.
7. Electronic correspondence sent by a Councillor of the Village of Lions Bay shall be copied to all of Council as well as the CAO and/or their delegate.
8. All electronic communications of an informational nature, from one Council member to another, are to be copied to all of Council and do not need to be shared with Administration unless agreed upon either by the sender or by the majority of Council.
9. Electronic communication from any member of Council to staff is to be copied to all of Council as well as to the CAO or their delegate.
10. Electronic communication from any member of staff to any member of Council is to be copied to the CAO or their delegate.
11. Electronic communication to current or potential Village consultant(s) or contractor(s) is to be sent by, or at the direction of, the CAO or a manager.

\_\_\_\_\_  
Corporate Officer

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Mayor or Delegate

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| Adopted by Council: | January 24, 2014 |
| Updated:            | January 24, 2017 |