



CORPORATE POLICY MANUAL

Section:	Administration	1
Sub-Section:	Council - General	0530
Title:	SECRETARIAL SERVICES TO COUNCILLORS	7

POLICY

1. **The Clerk's Office staff shall under the direction of the Municipal Clerk, provide limited secretarial services to individual Councillors to assist them in conducting their Council business through correspondence to ratepayers and other members of Council and shall further assist by locating background information, staff reports, etc., where required and as other priorities allow.**
2. **Each Councillor will be provided with a monthly budget of \$700 (\$8,400 per year) to cover the following expenses:**
 - (a) **Secretarial Services from the Clerk's Office on the basis that work from Councillors will be submitted to the Clerk's Office in typewritten or handwritten form only with no dictation service provided.**
 - (b) **Other supplies and services, including:**
 - **Photocopying**
 - **Mailing**
 - **Telecommunications including one (1) home office line and/or cellular phone.**
3. **A copy of all correspondence prepared on behalf of Councillors shall be circulated to Council for information unless a Councillor specifies that he/she does not wish to receive the correspondence.**
4. **All correspondence prepared on behalf of individual Councillors shall contain the following statement:**

"The views presented in this correspondence are my own, and do not necessarily represent the views of Council."
5. **Requests for services which would require more staff time than can be readily allocated shall not be performed by the Clerk's Office staff without prior approval by the Municipal Manager;**
6. **Requests for preparation or forwarding of correspondence for Councillors which contains personal charges or verbal attacks upon the character or motives of other members of Council, members of its committees/commissions, the staff or public will not be performed by the Clerk's Office.**

REASON FOR POLICY

To assist individual Councillors in conducting their Council business.

AUTHORITY TO ACT

Delegated to Staff

PROCEDURE

1. Requests for service will be submitted to the Councillor's Secretary in handwritten or typewritten form only with no dictation service provided.
2. All correspondence or reports will then be perused by the Municipal Clerk or designate for grammatical changes.
3. The correspondence or report will then be faxed or e-mailed to the Councillor for final approval.

Approval Date:	February 12, 1992	Approved by:	I/C Policy & Planning Committee
1. Amendment Date:	December 11, 1995	Approved by:	Regular Council
2. Amendment Date:	February 1, 1999	Approved by:	Regular Council
3. Amendment Date:	March 15, 1999	Approved by:	Regular Council