

CORPORATION OF THE TOWN OF LATCHFORD

POLICY WITH RESPECT TO CORRESPONDENCE RECEIVED BY COUNCIL

The following rules shall apply to correspondence received by Council of the Corporation of the Town of Latchford:

1. Any correspondence containing subject matter relating to the following items as set out in Section 239 (2) of the Municipal Act, 2001 may be dealt with at an in-camera session (closed), not open to the Public. This will be at the discretion of the Clerk and the Mayor.
 - I. The security of the property of the municipality or local board;
 - II. Personal matters about an identifiable individual, including municipal or board employees;
 - III. A proposed or pending acquisition or disposition of land by the municipality or board;
 - IV. Employee negotiations or labour relations;
 - V. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - VI. A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
 - VII. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
2. Any correspondence containing subject matter relating to consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act shall be closed to the public.
3. Any correspondence that does not fall under one of the items as listed above, or that does fall under one of the items as listed above but is deemed to have some import to the Public, shall be dealt with at the open part of the Council Meeting. Consequently, the author of said correspondence shall be named at the open part of the meeting.
4. Any correspondence that is deemed by the Clerk and Mayor to be "hate mail", and therefore of no consequence to the operations of the Municipality, shall not be placed on the Council Meeting Agenda.