

## **RURAL MUNICIPALITY OF ROSTHERN NO. 403**

### **CONTROLLED COMMUNICATION POLICY**

**This Policy adopted by Council of the Rural Municipality of Rosthern No. 403 by way of resolution number 410.2016, passed the 7th day of November, 2016.**

#### **1. Policy Reference**

- 1.1 This Policy is intended to govern communication by the Municipality in circumstances where Council has identified that the person or persons who are the subject of such communication are or may be about to cause an inordinate workload by reason of repeated or nuisance inquiries, information requests, or other communications directed to the Municipal Office, the Municipality and/or any Municipal Board, Commission or organization.
- 1.2 This Policy shall be known as the “Controlled Communication Policy”.

#### **2. Application of Policy**

- 2.1 This Policy will apply to communications received from such persons as may be designated by resolution of Council from time to time.

#### **3. Procedure**

- 3.1 Where communications are received by a person to which this Policy applies, such communications shall be dealt with in accordance with the following procedure.
- 3.2 Verbal Communication: Where verbal communication is received, unless otherwise directed by Council, the person initiating contact shall be advised that by policy of Council, that communication should be put in writing. A record shall be made of any such advice given.
- 3.3 When written communication is received, the communication will be reviewed by administration.
  - (a) Where the communication seeks:
    - (i) A copy of a contract approved by Council;
    - (ii) A bylaw or resolution passed by Council;
    - (iii) A copy of an account paid by Council;
    - (iv) A public disclosure statement made by a member of Council;
    - (v) An oath or affirmation by a Councillor;

- (vi) The municipal financial statements and/or auditor's report;
- (vii) Any report (other than from legal counsel) prepared by staff or a consultant and submitted to Council;
- (viii) A copy of Council minutes; or
- (ix) A copy of a tax notice or assessment roll information relating to taxes assessed against the person making the request,

Then such information shall be provided by administration in accordance with the Municipalities Act Information Policy as adopted by Council from time to time.

- (b) Where the communication appears to seek information pursuant to LAFOIP, administration shall advise the person initiating the communication to submit any request on the statutory form, and with the application fee permitted by LAFOIP.
- (c) Thereafter, the communication shall be filed with the incoming correspondence for the next Council meeting (along with short report advising of whether any information has been provided under (a) or (b) above.

34 At the next following Council meeting, Council shall, in its sole discretion, either:

- (a) Receive the communication as information, or
- (b) Make a determination as to what response, if any, shall be made to the correspondence. In the event that a response is to be provided, it may be provided in writing over the signature of the Reeve