

BYLAW 2016-08

TOWN OF CRAIK

A BYLAW CONCERNING CORRESPONDENCE

The Council of the Town of Craik in the Province of Saskatchewan enacts as follows, THAT:

A. Presentation of Correspondence

1. All correspondence, in either written or electronic form, from local municipal ratepayers addressed to Town Council shall be presented to the council at the next regular meeting by the Administrator provided that such correspondence:

- a) addresses only one item
- b) requests specific action or actions that is within the competence of Council to provide
- c) includes the full name, address, and contact information of the author

B. Urgency of Certain Correspondence

1. In the event that the Administrator is of the opinion that the correspondence is of such an urgent nature that waiting until the next regular meeting of Council is unreasonable, he or she may distribute the material to council members electronically.

C. Unacceptable Correspondence

1. Section A notwithstanding, the Administrator may refrain from presenting any correspondence which in his or her opinion contains:

- 1) abusive, vulgar, or rude language
- 2) a personal attack on a member or members of Council, administration, staff, and/or of any other person,

or

- 3) confidential personal information relating to any person other than the author

2. If the Administrator declines under Section C.1, he or she will notify the author that said correspondence will not be presented to Council along with the reason.
3. If on three occasions the Administrator finds it necessary to decline presenting correspondence, he or she will notify the ratepayer that no further correspondence will be accepted for a period of six (6) months.
4. When the Administrator declines to present any correspondence, he or she will report it to Council with the name of the correspondent, the date of receipt of the correspondence and the reason for declining to present said correspondence.

This Bylaw shall come into force on the day of its final passing.



[Signature]

Richard Rogers.
Mayor

[Signature]
Administrator

Certified a True Copy of Bylaw 2016-08
Passed by Resolution of Council on
This 9th Day of June, 2016.