



Subject: Incoming Board Correspondence	
Category: Comox-Strathcona Regional Hospital District	File code: H-P

Purpose

1. The purpose of this policy is to ensure that issues raised in correspondence to the chair and directors of the board are addressed expeditiously and to keep the chair and directors informed of such matters.

Scope

2. This policy applies to all correspondence received at the regional district offices that is addressed or copied to the chair of the board and the board of directors.

Guiding principle

3. The policy regarding correspondence to the board of directors is guided by the principles of responsiveness (in that all board correspondence is acknowledged and where decisions are required timely action occurs) and accountability (in that elected officials have full and complete access to correspondence at all times and are able to fully discuss the topics with the board).

Policy statement

4. (1) Correspondence addressed to the chair and /or the board of directors will be posted to the internal regional district website as it is received for access by all directors of the board. Senior managers will respond to routine requests for clarification and information and those directors who are affected by the response will be copied. All correspondence, as deemed by the chair will also appear on the hospital board agenda under a special correspondence for receipt section.
- (2) When incoming correspondence requires board action that is within the board's mandate, the matter will be presented for board action on the next available agenda. A staff report may or may not accompany the correspondence.
- (3) A director may submit a request to the corporate legislative officer that the board consider a correspondence item. The request must contain reference to the item and a recommended action or proposed resolution.
- (4) All responses will be posted with the original correspondence on the internal director site including staff action

Approval History

Policy adopted:	February 12, 2009
Policy amended:	June 21, 2012