Executive Minister

Correspondence

POLICY NAME: Executive Minister, Correspondence	Date Approved: November 30, 2018
	Review date: 2021
Purpose: This policy provides direction to the Executive Minister on what correspondence should be directed to the attention of the Executive.	

Responsibilities

Written correspondence addressed to the Executive will be made available to the Executive in a timely manner and reported at each meeting of the Executive.

The Executive Minister will determine whether the correspondence properly belongs to the business of the Executive, in that policy or direction is required.

Correspondence shall not be presented to the Executive for consideration without a recommendation or options for action from the Executive Minister.

Routine correspondence indicating Executive action shall not be reported to the Executive.