

64 Correspondence

- 64.1 The Board welcomes written correspondence from the public, recognizing that thoughtful dialogue strengthens our school communities.
- 64.2 For the purposes of this Bylaw, correspondence is a written letter addressed to the Board of Education or the Board Chair that is:
- (a) signed by an identifiable sender along with their contact information;
 - (b) submitted by mail, email (as an attached letter), or hand delivery, and;
 - (c) received within the time limits set out in Bylaw 51 (Regular Meetings).

General mail and email messages are not considered correspondence unless they meet these criteria.

- 64.3 The Board Chair, Superintendent and Secretary-Treasurer review correspondence during the agenda-setting process to determine the most appropriate pathway. Correspondence is normally placed on a Board agenda when it requires a decision or direction of the Board, relates to governance, policy, or district strategic priorities, or is of significant public interest.
- 64.4 Items relating to operational matters will be directed to staff or referred to a committee for discussion before further Board consideration, if needed.
- 64.5 Correspondence that meets the criteria outlined in this bylaw and that the public interest requires to remain confidential in accordance with Bylaw 54 (Closed Meetings), will be considered in a closed session. This includes correspondence that falls outside the jurisdiction of the Board; is abusive, defamatory, or otherwise inconsistent with respectful communication. Where such correspondence also relates to a matter of public interest, the Board may consider whether any portion may be addressed in an open session.
- 64.6 When correspondence appears on an agenda, the Board will identify an action, such as receiving the letter for information, responding directly, referring the matter to staff or committee, or taking another action, as appropriate.
- 64.7 Where appropriate, correspondents will be informed of the Board's response or next steps.
- 64.8 Requests for letters of support will be addressed in accordance with Policy 26 (Letters of Support).

Board Policy: January 2026

Revised:

Last reviewed: