



# BOARD Policy

Section:	Administration	BRD-0340-50
Title:	Director Email Management	038

## 1. PURPOSE

- 1.1** To guide records management of Sunshine Coast Regional District (SCRD) issued Director email addresses to clarify:
- 1.1.1 The distinction between electronic constituency correspondence and corporate records.
  - 1.1.2 That Director email accounts are exempt from the SCRD's corporate email retention policy.
  - 1.1.3 That Director email accounts (and all emails held within the account) will be deleted from SCRD email servers once the Director no longer serves in elected office on the SCRD Board.

## 2. SCOPE

- 2.1** This policy applies to all SCRD Board members issued SCRD email accounts and any email correspondence addressed to those individual accounts. This policy applies to those emails addressed to an individual SCRD director.

## 3. DEFINITIONS

- 3.1 "Constituency Correspondence"** means electronic correspondence or email addressed to an individual Director that pertains to the political activities of a director, including acting on behalf of constituent interests within the electoral area, or to matters related to Directors' election contributions, campaigning, and campaign issues.
- 3.2 "Corporate Record"** means electronic correspondence or email addressed to any Director, Officer, or employee of the SCRD, or to the SCRD Board that pertains to the business of the SCRD and requires an operational decision or Board consideration for action or decision.
- 3.3 "Regional District"** means Sunshine Coast Regional District.

## 4. POLICY

- 4.1** For the length of their term, every Director will be provided with an SCRD email account. The email account will remain active and continue without interruption over multiple terms, until such time that the Director no longer serves in elected office on the Board of the SCRD.
- 4.2** Emails addressed and sent to a Director's SCRD email address are constituency correspondence if:
- 4.2.1 They relate to a Director acting on behalf of a constituent or representing their specific interests within the electoral area.
  - 4.2.2 They relate to a Director's political campaign, activities, or election.
- 4.3** Emails deemed constituency correspondence are exempt from the SCRD's corporate email retention policy and as such will be managed as the Director deems appropriate.
- 4.4** Emails addressed and sent to a Director's SCRD email address are corporate records regardless of who they are addressed to, if:
- 4.4.1 They pertain to a subject matter of an operational nature that requires action or decision by an SCRD Officer, employee or contractor.
  - 4.4.2 They relate to the business of the SCRD and require Board consideration for action or decision.



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**4.5** Emails deemed to be a corporate record will be forwarded to the SCRD's Corporate Officer or designate as soon as possible upon receipt.

### 5. EXCEPTIONS

- 5.1** Email correspondence addressed to any SCRD Director that is also copied to [board@scrd.ca](mailto:board@scrd.ca), or any SCRD RT ticket system, is exempt from this policy as those emails will be managed in accordance with corporate records and information management policies.
- 5.2** Where email correspondence is addressed to multiple directors, or all directors individually, it will be forwarded to the Corporate Officer or designate to determine correspondence routing.
- 5.3** Email correspondence where an individual director is copied, as opposed to being addressed as the primary recipient, is exempt from this policy as those emails will be managed by the intended recipient.

### 6. AUTHORITY TO ACT

- 6.1** Retained by the Board. The Corporate Officer or designate is delegated the authority to review and evaluate Director emails as necessary to determine their classification as constituency correspondence or corporate record.

### 7. REFERENCES (Bylaws, Procedures, Guiding documents)

- 7.1** *Sunshine Coast Regional District Records and Information Management Bylaw No. 674, 2013*
- 7.2** Correspondence Policy
- 7.3** Board Constituency Records Guidelines 2022

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