



Effective date September 9, 2010

Approved by Capital Region Board

EMAIL DISTRIBUTION LISTS

PURPOSE

To describe the administration of Board, Committee, and Task Force email distribution lists for the purposes of the distribution of Board, Committee, and Task Force documentation by CRB administration.

POLICY

Email distribution lists are created for Board, Committee, and Task Force members, designated Board, Committee, and Task Force alternates, municipal Chief Administrative Officers (and equivalents) and designated Board, Committee, and Task Force support persons.

GUIDELINES

1. CRB administration has in place distribution lists for the Board, Committees, and Task Forces of the Board, in accordance with their approved memberships, along with appropriate support lists.
2. Requested change(s) to distribution lists are to be received in writing from the municipality requesting change.
3. Notwithstanding Guideline 2, CRB administration shall maintain and update all distribution lists within two weeks following the requested change(s).
4. Email distribution lists are to be used for Capital Region Board purposes only.
5. A broadcast distribution list will include all elected officials from member municipalities. The broadcast distribution list will be notified with an attached agenda for Board, Committee and Task Force meetings and a link to the complete agenda package available on the Capital Region Board website and/or any other purpose deemed important by the CRB Chair or CEO.
6. Public access to the email distribution lists will be administered consistent with the Freedom of Information and Protection of Privacy Act.

Nolan Crouse, Board Chair

Revisions		
Date	Status	Comments
October 5, 2015	Amend	Cleaned up language. Allow provision for Chair and CEO to trigger a broadcast email.
February 11, 2016	Approved	Approved by CRB