

**TITLE:** WRITTEN SUBMISSIONS TO COUNCIL POLICY  
**SECTION:** EXECUTIVE OFFICE  
**POLICY NO:** 10350-15

**APPROVAL DATE:** November 24, 2025

**CAO Signature:**



**PURPOSE**

To set out the policy of the Town of Amherst regarding written and email submissions to Council.

**POLICY STATEMENT**

It shall be the policy that all submissions that are not part of a mass mailing, or mass emailing, shall be acknowledged by the Chief Administrative Officer or Mayor and distributed to the members of Council. Anonymous submissions to Council shall be destroyed.

If, in the opinion of the Mayor, any member of Council or the Chief Administrative Officer, any correspondence requires consideration, debate or action by Council, it shall be added to the agenda of a meeting of the Committee of the Whole.

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
CAO	Ensure submissions to Council that are not part of a mass mailing are distributed to Council, and if it requires consideration, debate or action by Council it is added to a Committee of the Whole agenda.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
Include email submissions in the policy, and add the Mayor as a submission acknowledger.	Clerk	Council	November 24, 2025

Minutes reference date: November 24, 2025      November 27, 2008