



Rural Municipality of Corman Park No. 344 Policy

Policy # GA-006

Policy Title: Use of R.M. Letterhead and Newsletters

Policy Objective:

To establish guidelines for the use of R.M. letterhead and division newsletters.

Authority: (Bylaw#, Resolution date/#)

Resolution #47, November 18, 2013

Policy:

R.M letterhead is an official message from the R.M. of Corman Park therefore it is important that the proper use of R.M. letterhead is exercised at all times. Councillors are authorized to send out a maximum of two letters per year, in their division, at the cost of the RM if approved through Council and the request meets the requirements and exceptions outlined below.

Requirements:

- 1) All R.M. of Corman Park No. 344 letterhead, both hard copy and electronic is to be maintained and stored by the administrative staff at the office on Pinehouse Drive.
- 2) R.M. letterhead is to be used for official association-related business and is signed by the Reeve or approved administrative staff.
- 3) Use of the R.M. letterhead or newsletters printed at the cost of the R.M., by an individual or entity for personal, private, entrepreneurial or political purpose is prohibited.

Exceptions:

- 1) Requests are to be directed to Council for approval:
 - a. For the use of R.M. letterhead by an individual other than the Reeve or authorized R.M. staff
 - b. To distribute correspondence such as newsletters on behalf of the R.M. that deals with R.M. business and/or is to be signed by an individual other than the Reeve or authorized administrative staff.
- 2) Requests are to include the exact text to be printed on the letterhead, and who is to receive the document
- 3) The approved recipient will not be allowed to store hardcopy or electronic versions of the letterhead.