



## Rural Municipality of Corman Park No. 344 Policy

Policy # HR-012

Policy Title: Mail Opening Process Policy

**Policy Objective:**

To provide direction to Administration regarding the processing of mail addressed to Council and/or Councillors.

**Authority:** (Bylaw#, Resolution date/#)  
Resolution #22, April 2, 2013

**Policy:**

Whereas mail addressed to Council and/or Councillors is received by the R.M. of Corman Park office, and a policy is required to direct administration as how to direct it.

Mail received that is addressed to an individual Councillor or marked as "Personal" or "Confidential" or otherwise clear terms indicating such, is not opened. The addressee shall be notified by email that mail is being held at the municipal office in their name.

Mail addressed to Reeve and Council, or Council is opened by Administration to be distributed to Reeve and Council and placed on the next Council Agenda.