

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
A-08			Opening of Mail
Approval	D/M/Y	Resolution #	
Amended	13.02.17	17.058	

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for the opening of mail received by the Town.

1. Policy

- 1.1** All mail delivered to the municipal office is to be considered municipal mail, and therefore, municipal property and shall be opened by municipal staff.
- 1.2** The Municipal address is not to be used for personal mail.
- 1.3** The Mayor and/or Council are to receive their mail unopened by municipal staff unless the Mayor or individual Councillor notifies the staff to open the mail on their behalf.

- END OF POLICY -