

<i>The Town of Fort Frances</i>	SECTION ADMINISTRATION AND FINANCE
OPENING OF COUNCIL MAIL	REVISED December 1992
<u>POLICY</u>	
Resolution No.	Supercedes Resolution No
Policy Number 1.5	PAGE 1 of 1

All mail received is opened by the Executive Secretary I. In the absence of the Executive Secretary I, or during busy times when the need arises, mail is opened by the part-time replacement Executive Secretary, or in her absence the Executive Secretary II. During the period when the Co-op Students are present, mail which is not addressed to any person specifically, is occasionally opened by the student.

Mail received marked confidential and/or personal shall be date stamped on the envelope and go directly to the addressee unopened.

Mail received in an envelope addressed to a member of Council is not opened; it is date stamped on the envelope and put on his/her file in the Councillor's room.

Mail received that is addressed to the Mayor or the Deputy Mayor is opened and stamped, then given to the Administrator to see prior to being distributed to the Mayor or Deputy Mayor. If mail for the person appointed as Deputy Mayor is received addressed to that person as Councillor, it is then date stamped on the envelope and placed on his file unopened.

Mail that is addressed to the Mayor and/or Council and marked personal and/or confidential shall be date stamped on the envelope and delivered unopened to the Mayor's Office.

When separate envelopes, from the same person/business, addressed to each Councillor and the Mayor are received, the Mayor's is opened. The Mayor's letter is shown to the Administrator or Clerk and he is advised that copies came for each member of Council. The Administrator or Clerk can then advise whether to distribute the copies that day or whether the copies should be kept to go with the agenda package (if it is an agenda matter).