

Policy Title: Mail and Correspondence	Policy #: <i>AI</i>
Authority Approval: CAO	Resolution #: n/a
	Effective Date: September 17, 2012
Distribution:	
<input checked="" type="checkbox"/> Master	<input type="checkbox"/> Fire Department
<input checked="" type="checkbox"/> Administration	<input type="checkbox"/> Library
<input type="checkbox"/> Council	<input type="checkbox"/> Public Works
<input type="checkbox"/> FCSS	<input type="checkbox"/> Recreation/Programs

Purpose: To provide establish rules for opening and distributing mail and other correspondence.

Policy Statement: Mail or correspondence that is marked Personal or Confidential will not be opened except by the person to whom it is addressed.

Procedure:

1. Customer Service Representatives (CSR) may be assigned responsibility for picking up, opening and distributing mail.
 - a) This responsibility will be assigned to specific CSRs.
2. CSRs who have been assigned this responsibility will open and sort all mail received by the Town of Beaverlodge with the exception of mail marked PERSONAL AND CONFIDENTIAL.
3. Any mail or correspondence that is marked Personal and Confidential will be distributed to the person to whom it is address UNOPENED.
4. Once mail is opened, the CSR will separate the mail:
 - a) Cheques will be processed by the appropriate CSR.
 - b) Invoices will be forwarded to the Accounting Clerk.
 - c) Other mail will be forwarded to the Executive Assistant for distribution.

Reviewed/Amended	Date: September 17, 2012
<i>n/a.</i>	<i>William Sobaci</i>
Mayor	CAO

4.0 ADOPTION OF MINUTES – CONT'D.

- 4.3 Minutes of the Subdivision Meeting for Willowridge Phase IV held April 24th, 2006

Motion #4-05-08-06

Moved by Councillor Rycroft that the Minutes of the Subdivision Meeting for Willowridge Phase IV held April 24th, 2006 be approved as presented.

Carried.

5.0 TABLED ITEMS

- 5.1 Beaver Mascot

Council chose a mascot for the town. This includes a one-piece body suit with tail and a separate piece for the head and separate feet. The package is to include fan, ice packs, carry bag and a Beaverlodge sash.

6.0 FINANCE

- 6.1 Monthly Statement, April 2006

Received for information.

- 6.2 Accounts Payable, April 2006 (Cheque #'s 20060324 to 20060433)

Motion #5-05-08-06

Moved by Councillor Shields that the Accounts Payable for April 2006 (Cheque #'s 20060324 to 20060433) be approved for payment.

Carried.

7.0 PLANNING

- 7.1 Old Towne Estates Inc. – Notice of Intention to Proceed With Phase II

Councillor Willey abstained from voting on this item
Councillor Bekkerus abstained from voting on this item

Motion #6-05-08-06

Moved by Councillor Lappenbush that 11th Avenue from 7th Street to 3rd Street be paved as a general benefit overlay project within the next 7 years.

Carried.