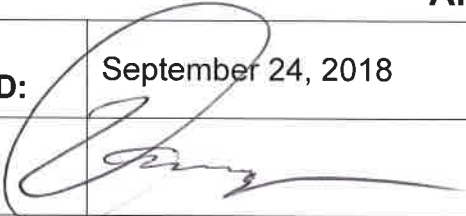





OFFICIAL VILLAGE OF RYLEY POLICY

SECTION: Administration	POLICY NUMBER: 2018-09-24 #6
SUBJECT: Mail Opening Policy	DATE REVISED: September 24, 2018
REPLACES:	REVISION NUMBER:
APPROVAL	
DATE APPROVED: September 24, 2018	RESOLUTION NUMBER:
MAYOR: 	CAO: 

1.0 Policy Statement

- 1.1 The Village of Ryley believes in maintaining full and proper records of all correspondence and in efficiently dealing with all correspondence that is addressed and mailed directly to the Village, its Departments, Council and its Officials, while still respecting the confidentiality and privacy of the individual employees and Officials of the Village.

2.0 Purpose

- 2.1 The purpose of this policy is to ensure that Mail that is received by the Village and its operations is directed and efficiently dealt without delay and can be traced for purposes of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-28, as amended from time to time, while still ensuring that Mail of a confidential, private, and personal nature is respected.

3.0 Definitions

- 3.1 "Mail" means all correspondence received by post, registered mail, courier or hand delivery to the Village of Ryley;
- 3.2 "CAO" means the Chief Administrative Officer of the Village of Ryley;

- 3.3 "Village" means the Village of Ryley;
- 3.4 "Council" means the elected Council members of the Village of Ryley;
- 3.5 "Department" means a named division, committee or department of the Village of Ryley;
- 3.6 "Designated Person" means the **Office Manager, Administration Assistant or Finance**, who will receive, open and review the Mail;
- 3.7 "Junk Mail" means any unsolicited Mail that includes, but is not limited to, offers to supply or discounted goods and services, and requests for donations or any other Mail that may be irrelevant to the operations of the Village;
- 3.8 "Mayor" means the elected Office of Mayor of the Village of Ryley;
- 3.9 "Official" includes any member of Council, the Mayor, the CAO or any Department Head.

4.0 Procedures

- 4.1 All Mail sent to the Village shall be delivered to and initially reviewed by the Designated Person prior to being opened.
- 4.2 If the Mail is addressed to the Village, the Mayor, Council, the CAO or a Department, the Mail may be opened by the Designated Person and be recorded as received by the Village for purposes of maintaining a record of all correspondence.
- 4.3 The Designated Person shall screen all Mail that is opened pursuant to Section 4.2. If the Mail is determined to be Junk Mail, the Designated Person may discard the Mail accordingly.
- 4.4 Subject to section 4.6, any Mail that is opened by the Designated Person under section 4.2 above and is not determined to be Junk Mail, shall be forwarded by the Designated Person, at their discretion, to the Mayor, all of Council, any other or specific Official and/or the appropriate Department.

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- 4.5** Notwithstanding section 4.2, if the Mail contains a statement that refers to or labels the Mail as “Confidential”, “Personal”, “Personal and Confidential”, “Private” or “Privileged” or is addressed to a specific individual by name only, the Designated Person shall not open the Mail and shall forward the Mail directly to the named individual.
- 4.6** Notwithstanding sections 4.2 and 4.5, if the Mail contains a statement that refers to or labels the Mail as “Confidential”, “Personal”, “Personal and Confidential”, “Private” or “Privileged” and is addressed to an Official, by title or name, the Designated Person shall not open the Mail and shall forward the Mail directly to that Official.
- 4.7** If the Designated Person opens Mail in accordance with section 4.2 and upon an initial review believes the Mail to be of a confidential, personal, private or privileged matter, the Designated Person shall immediately reseal the Mail and forward the Mail directly to the appropriate individual.
- 4.8** If the Mail that is forwarded to an individual under sections 4.5, 4.6 or 4.7 is determined not to be of a confidential, personal, private or privileged matter by that individual and that the Mail ought to be directed elsewhere, the recipient of the Mail shall forward the mail back to the Designated Person to redirect the Mail to the appropriate party(s) in accordance with section 4.4.