

TOWN OF STETTLER

<u>Prepared by:</u>	Administration	<u>Number:</u>	II-7(n)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2013 11 05
		<u>Previous Policy:</u>	2014 08 05
		<u>Current Policy:</u>	2025 06 17

Title: **Members of Council Email Addresses**

Purpose: To establish an organization related contact email address for the purpose of official Town of Stettler business.

Policy Statement: That Members of Council be provided with a stettler.net email address for the purpose of consistency and confidentiality for information regarding the Town of Stettler.

Members of Council are expected to check their emails regularly. Members of Council are encouraged to check their emails daily and shall, unless otherwise indicated that they will be unable to, check their email a minimum of once every 72 hours.

This email address will be the property of the Town of Stettler and will only be assessable during Members of Council terms of office.

This email address is only for official/work-related Town business.