

Policy: Acknowledgement Letter and Card Policy

Date Originally Approved: _____

Motion: "That the Policy 2014 - 39, be approved, as presented".

This Policy is current as of: _____



Policy Number: 2014 – 39

**Policy Subject: Letter and Card Acknowledgement
Policy**

Policy Objective

To establish a process where the Mayor and or Counillors may send a letter, card, etc to an individual or group to acknowledge an achievement, occasion etc.

Policy

1. If and when the Mayor and or a Councillor is made aware of an occasion, achievement etc. of an individual or group, they may acknowledge such occasion or achievement by way of sending a letter or card.
2. This policy is not intended to replace Policy 2011 – 32 Recognition of Birthdays and Anniversaries Policy.

Annotation's For Official Policy Book	
Date of Council members Review _____, 2014	
Date of Passage of Current Policy: _____, 2014	
I certify that this Policy was adopted by Council as indicated above.	
_____	_____, 2014
CAO / Clerk	Date