

Policy: Acknowledgement Letter and Card Policy

Date Originally Approved: March 27<sup>th</sup> 2014

*Motion: "That the Acknowledgement Letter and Card Policy 2014 - 38, be approved, as presented".*

*This Policy is current as of: March 27<sup>th</sup> 2014*

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**Policy Number:** 2014 – 38

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

## Policy Objective

To establish a process where the Mayor and or Councillors 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 or modify Policy 2011 – 32 Recognition of Birthdays and Anniversaries Policy.

### Annotation's For Official Policy Book

Date of Council members Review March 13<sup>th</sup> 2014

Date of Passage of Current Policy: March 27<sup>th</sup>, 2014

I certify that this Policy was adopted by Council as indicated above.

  
CAO / Clerk

March 28<sup>th</sup> 2014  
Date