

Policy Name

Letters of Response

Policy Number

ADM - 4



Policy Statement

Council recognizes that the County receives correspondence indicating when funding has been received by the County, and that letters of gratitude are required.

Policy

Administration may automatically prepare responses for funding letters, for the Reeve's signature. (Motion #375-02)

Throughout the course of each operational year, Brazeau County may receive correspondence from various provincial and federal government departments advising of conditional or unconditional funding allocations approved for the County.

On a timely basis, Administration will prepare a standard letter of thank you for the signature of the Reeve on all grant funding allocation notifications.

Chief Administrative Officer: _____

Approved By Council: 04/06/08

Revision Dates: (y/m/d) _____

Reviewed: 14/06/23; _____