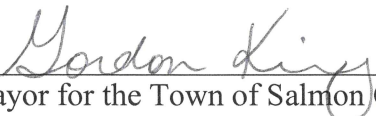


TOWN OF SALMON COVE

CORRESPONDENCE POLICY

- PURPOSE** Policy of the Town of Salmon Cove for direction of senior staff and council in regards to all correspondence.
- AUTHORITY** As per motion on the 12th day of February, A.D. 2018.
- ACTION** As per normal practices of the Town of Salmon Cove, all requests received by the Town for action and/or complaints, must be submitted to council in the written form, signed and dated. If they are not submitted in this format, council shall not act upon same.

This policy shall come into effect on the 12th day of February, A.D. 2018.



Mayor for the Town of Salmon Cove