



REGIONAL DISTRICT LETTERHEAD

Department	Administration	Policy No.	0340-005
Section	Communications	Date Approved by Board	October 25, 2018
Repeals		Board Resolution #	RD/18/10/19(25)

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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1. Purpose

1.1 The purpose of the Regional District Letterhead policy is to outline the process to be followed when issuing correspondence on Peace River Regional District (PRRD) Letterhead.

2. Scope

2.1 This Statement of Policy applies to the PRRD Board and staff.

3. Definitions

4. Policy

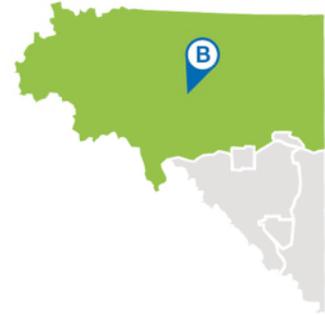
- 4.1 PRRD letterhead is to be used on all written correspondence from the Regional District to outside agencies.
- 4.2 PRRD letterhead is not to be modified in any way.
- 4.3 PRRD letterhead shall not be used for personal matters.
- 4.4 PRRD Board letterhead must not contradict an established position of the Board.
- 4.5 Access by Directors to PRRD letterhead must be via the Chief Administrative Officer or Corporate Officer.
- 4.6 PRRD Board letterhead is not be used to express personal opinion.
- 4.7 All communication approved by the Board will be issued on PRRD Board letterhead.
- 4.8 All Electoral Area communication without Board approval will be issued on PRRD Electoral Area Director letterhead and addressed at the top, "From the Office of Electoral Area XX".

Affiliated Documents	Electoral Area Letterhead Templates
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PEACE RIVER REGIONAL DISTRICT

From the Office of Electoral Area B



diverse. vast. abundant.

Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8
(250) 784-3200 (800) 670-7773 Fax: (250) 784-3201
prrd.dc@prrd.bc.ca

9505 100 St, Fort St. John, BC V1J 4N4
(250) 785-8084 Fax: (250) 785-1125
prrd.fsj@prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT

From the Office of Electoral Area C



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PEACE RIVER REGIONAL DISTRICT

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PEACE RIVER REGIONAL DISTRICT

From the Office of Electoral Area E



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PEACE RIVER REGIONAL DISTRICT

From the Offices of PRRD
Electoral Area Directors



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