

**Submission for discussion;**

**Might the Communications Committee consider a policy of responding to all applicants to committees and boards?**

In the past, several applicants to the Library Board expressed dismay at feeling like their thoughtful applications had simply "fallen into a black hole". Not even an acknowledgement of receipt. This also applies to other committees/ boards.

Is the current policy/practice simply to respond to successful applicants?

The acknowledgements need not require a lot of work. A simple pro-forma note would be better than nothing.

An acknowledgement of appreciation to those offering to volunteer would encourage an environment of citizen participation.

**Draft sample Courtesy letter;**

Dear XXXX:

Thank you very much for your application to the XXXX Committee.

We are in the process of reviewing all of the applicants and will be arriving at recommendations to take to Council shortly.

If your application is successful, we will be in touch regarding next steps.

In the even that you are not nominated for the Committee at this time, we encourage you to put your name forward for other Town of The Blue Mountains' initiatives in the future – and thank you again for your interest and willingness to contribute to our community.

Yours truly