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**Renate Willms, Supervisor of Administration
Department of Community Services**

October 18, 2016

Trudy Beaulne
Executive Director
Social Development Centre Waterloo Region
74 Frederick Street
Kitchener, ON N2H 3L7

Dear Trudy:

Re: 2017 Tier 1 Community Grant

This letter is further to my correspondence to you dated September 2, 2016 regarding the 2017 Tier 1 grant process.

Staff will be bringing forward a report with recommendations for 2017 Tier 1 grants at the Community and Infrastructure Services Committee meeting to be held on Monday, December 5, 2016 (time to be confirmed).

The report will recommend a 2017 Tier 1 grant of \$10,937 for the Social Development Centre Waterloo Region to assist with Festival of Neighbourhood activities, as approved by Council on December 14, 2015. Please note that all grant amounts are subject to final 2017 budget approval on January 23, 2017.

Each organization is given the opportunity to appear before the Community and Infrastructure Services Committee to appeal the amount that has been allocated for their 2017 Tier 1 grant. Should your organization wish to attend the December 5 meeting to appeal the staff grant recommendation, please notify me no later than Friday, October 21, 2016.

If you have any questions, please contact me as soon as possible.

Sincerely,


Renate Willms
Supervisor of Administration