

Reference : EXECUTIVE
Section : CORRESPONDENCE / COMMUNICATION
Title : CORRESPONDENCE TO MUNICIPALITIES
Policy Number : 01-03-02
Issue Date : 09/30/2001
Revision Date :

I PURPOSE

The purpose of this policy is to define the protocol for correspondence to municipalities.

II POLICY

CORRESPONDENCE TO ERIE COUNTY LEGISLATURE

Written communications to the Erie County Legislature as a body are to be sent or delivered to the Clerk of Legislation.

CORRESPONDENCE TO CITY OF BUFFALO

Any written correspondence to officials of the City of Buffalo should be copied to the City Clerk.

CORRESPONDENCE TO NIAGARA COUNTY

Correspondence to Niagara County or any municipal jurisdiction therein shall include a copy to be forwarded to the NFTA Commissioners representing Niagara County through the office of the Executive Director.