



Re: 2020 Township of Southgate Staff Christmas Party

October 22, 2020

Dear _____ (employee's name)

Management and Council have reviewed the 2020 Township of Southgate Staff Christmas Party and have made the decision that unfortunately we will not be holding our annual Township of Southgate Staff Christmas Party for the 2020 year due to COVID-19 risks and restrictions.

Although we cannot be together to celebrate this holiday season, we still want to do something for staff to wish them and their families a Merry Christmas and to thank them for their hard work and dedication throughout these trying times.

To make sure that staff get to enjoy the Christmas gift, we are presenting each staff member a gift card for a local Southgate business of their choice from a list of options below.

To let us know where you would like to redeem your gift card please select your preference below (one only please) and return back to Kayla in HR either by email (kbest@southgate.ca) or place into her mailbox at the administration office or through your supervisor/manager. Please send in your preference no later than **Friday, November 6th, 2020**.

Thank you,

Kayla Best

Employees Name

Check gift card option (please select only one):

- | | |
|------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Dundalk Foodland | <input type="checkbox"/> Mt Forest Golf Club Restaurant |
| <input type="checkbox"/> Homestead Resort Restaurant | <input type="checkbox"/> Square Boys Pizza (Dundalk) |
| <input type="checkbox"/> J-Mar Meats (Mt Forest) | <input type="checkbox"/> The Junction Restaurant |
| <input type="checkbox"/> Main Street Pizza (Dundalk) | <input type="checkbox"/> The Spot Restaurant |
| <input type="checkbox"/> Misty Meadows | <input type="checkbox"/> _____ other Southgate Business |

Please return this portion to kbest@southgate.ca or send to the administration office to the attention of Kayla Best no later than **Friday, November 6th, 2020**.