

DRAFT SAMPLE SUSPENSION LETTER FOR MINORS

REGISTERED MAIL

Date

*Mr. ABC
1 ABC Street
Winnipeg, MB
ABC ABC*

Dear Mr. ABC

This is to inform you that the *XXX Community Centre* Executive, at their meeting on *(insert date)*, motioned to suspend your *son, John*, for a period of *six (6) months*.

This suspension comes as a result of a number of recent incidents involving your *son* that have resulted in property damage to the facility and/or abuse of members at our Centre. *His* conduct of late has shown a total disrespect for the Community Center and its members. **OR**

This suspension is based on concerns raised by members of our Board of Directors and members of the community regarding your *son's* conduct at the Community Centre on *(insert dates)* that resulted in property damage and/or abuse of members of the Centre.

We regret having to enforce this action; however the Community Centre is to provide a place where members of our community can participate in recreational, cultural and social activities in a safe, respectful environment.

The terms of suspension are:

- Your *son* is prohibited from entering the property of *XXX Community Centre* including all buildings and grounds.
- Suspension will be in effect until *(insert date)*, at which time the *XXX Community Centre* Executive, at their next regular monthly meeting, will review a request for reinstatement.

In accordance with the Petty Trespass Act, if your *son* violates the terms as listed above, your *son* will be charged under the Petty Trespass Act.

Should you wish to discuss this matter, you may contact me at *(insert phone number and/or email)*.

Sincerely,

(Signature)

(Printed name, Board position)

On behalf of the *XXX Community Centre* Executive

cc: Winnipeg Police Services
City of Winnipeg Community Services Department