



COUNCIL POLICY MANUAL

Subject: Letters of Support	Approval Date: November 19, 2012	By-Law No. 1716-12
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1.10 PURPOSE

The purpose of this policy is to provide guidelines with respect to providing Letters of Support upon request.

1. RESPONSIBILITY

The Mayor shall consider and have authority to approve letters of support.

2. RECEIPT OF LETTER OF SUPPORT REQUEST

- a) A request for a Letter of Support shall be:
 - i) In writing;
 - ii) Received by or forwarded to the Clerk for processing;
 - iii) From a local non-profit and/or recognized organization;
 - iv) Received enough in advance to assess and process the request, but no less than two weeks before an answer is required;
 - v) For a project that is of direct benefit to the Municipality of Red Lake and its citizens; and
 - vi) Provide relevant information to the request for letter of support.
- b) The Clerk will forward the Request to the Mayor for consideration.
- c) If approved, the Mayor will direct that a Letter of Support be written.
- d) The Clerk will report to Council by placing a copy of the Letter of Support and initial request under Correspondence on the next regular Council Agenda.
- e) If a Letter of Support is not approved, the request shall be placed under Correspondence on the next regular Council Agenda.