



Lac La Biche County  
welcoming by nature.

## LAC LA BICHE COUNTY PROCEDURE

TITLE: COUNCIL LETTERS OF SUPPORT

PROCEDURE NO: CS-11-017

SPECIAL NOTES/CROSS REFERENCE:

CS-11-017 Council Letters of Support Policy

AMENDMENT DATE:

### PROCEDURE:

1. Community groups and non-profit organizations may request a letter from Lac La Biche County Council offering the County’s endorsement for that group to receive grants or funding. These requests often have tight timelines, and require a quick response.
2. The Communications department will prepare letters of support for the Mayor’s signature without a Council resolution, so long as the letters do not make any financial or service-related commitments that require a Council resolution.
3. The Communications department may choose to use the Mayor’s electronic signature with the Mayor’s consent.
4. Council will be sent letters via email before they are mailed, and will have 24 hours to review them.
5. Lac La Biche County Council will continue to be copied on all letters of support, and will be kept informed of Council correspondence.

“Original Signed”

\_\_\_\_\_  
Chief Administrative Officer

August 13, 2018

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Date