LAC LA BICHE COUNTY POLICY

TITLE: COUNCIL LETTERS OF SUPPORT	POLICY NO: CS-11-017
RESOLUTION: 18.938	EFFECTIVE DATE: August 7, 2018
LEAD ROLE: COMMUNICATIONS	NEXT REVIEW DATE: August 7, 2022
SPECIAL NOTES/CROSS REFERENCE: CS-11-017 Council Letters of Support Procedure	AMENDMENT DATE:

POLICY STATEMENT:

Lac La Biche County believes in supporting community groups and non-profit organizations that are applying for government grants and non-Lac La Biche County sources of funding with letters of support. This policy gives Administration the ability to write and send letters of support to organizations on behalf of the Mayor and Council without a Council resolution, as long as there are no financial or service-related implications for Lac La Biche County.

"Original Signed"   August 13, 2018
Chief Administrative Officer   Date

"Original Signed"   August 14, 2018
Mayor   Date

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"   August 13, 2018
Chief Administrative Officer   Date