



REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject: Council Policy CO-68 – Requests for Letters of Support

File #: 3900.00

Doc #:

From: Kelly Kenney
Corporate Officer

Date: July 2, 2019

RECOMMENDATION:

THAT Council Policy CO-68 – Requests for Letters of Support be approved.

PURPOSE:

The purpose of the report is to bring forward for Council's consideration of approval Council Policy CO-68 – Requests for Letters of Support.

POLICY:

The Mayor's responsibilities are outlined in Section 116 of the Community Charter as follows:

Responsibilities of mayor

- 116 (1) The mayor is the head and chief executive officer of the municipality.
- (2) In addition to the mayor's responsibilities as a member of council, the mayor has the following responsibilities:
 - (a) to provide leadership to the council, including by recommending bylaws, resolutions and other measures that, in the mayor's opinion, may assist the peace, order and good government of the municipality;
 - (b) to communicate information to the council;
 - (c) to preside at council meetings when in attendance;

- (d) to provide, on behalf of the council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the council;
- (e) to establish standing committees in accordance with section 141;
- (f) to suspend municipal officers and employees in accordance with section 151;
- (g) to reflect the will of council and to carry out other duties on behalf of the council;
- (h) to carry out other duties assigned under this or any other Act.

COMMENTS/ANALYSIS:

As the head and chief executive officer of the municipality, the Mayor's Office receives requests from individuals and organizations seeking letters of support from the Mayor for their endeavours, for example, non-profit organizations in the community applying for grants from senior levels of government. On average the Mayor's Office receives ten or so of these types of requests over the course of a year.

It has long been the practice of the Mayor's Office to accommodate these requests; however, this practice has not been formalized into policy. Accordingly, it is recommended that Council Policy CO-68 – Requests for Letters of Support be approved to formalize this practice.

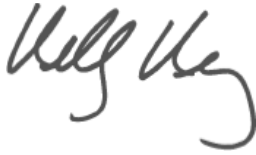
BUDGET IMPLICATIONS:

N/A

ALTERNATIVES:

THAT all requests for letters of support be included on a Regular Agenda for consideration of approval by Council.

Respectfully Submitted,



Kelly Kenney
Corporate Officer

Attachment:

1. Council Policy CO-68 – Requests for Letters of Support

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I support the recommendation.



Francis Cheung, P. Eng.
Chief Administrative Officer