



REPORT TO COUNCIL

To: **Mayor and Councillors**

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

File #: 3900.00

Doc #:

From: Kelly Kenney
Corporate Officer

Date: May 30, 2023

RECOMMENDATION:

THAT amended Policy CO-68 – Routine Correspondence Sent from Mayor on Behalf of Council be approved.

PURPOSE:

The purpose of this report is to bring forward for Council's consideration of approval, proposed amendments to current Council Policy CO-68 – Requests for Letters of Support.

POLICY:

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

COMMENTS/ANALYSIS:

Council Policy CO-68 – Requests for Letters of Support was approved by Council on July 8, 2019 in order to formalize the process by which the Mayor may respond, on behalf of Council, to 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.

Since 2019, Administration Department staff have been working within the policy and have identified other categories of correspondence of a routine nature that are frequently required to be sent out by the Mayor on behalf of Council which should also be formalized in a policy.

The amendments being proposed clarify that only requests for support from non-profit organizations and registered charities may be responded to by the Mayor on behalf of Council, and it adds letters of gratitude and acknowledgement of life events as other categories of routine correspondence that may also be issued by the Mayor on behalf of Council.

BUDGET IMPLICATIONS:

N/A

ALTERNATIVES:

1. Council may determine not to amend the current policy.
2. Council may make amendments to the proposed amended policy prior to approval.

Respectfully Submitted,



Kelly Kenney
Corporate Officer

Attachments:

1. Amended Council Policy CO-68 - Routine Correspondence Sent from Mayor on Behalf of Council
2. Current 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