

Village of Queen Charlotte

COUNCIL POLICY

Name of Policy: **Letters of Support**

Reference No: **2.0**

Date Adopted: **February 20, 2006**

1. When individuals, groups or organizations are requesting letters of support from the council the staff of the village will encourage those soliciting letters of support to attend the council meeting where the request is being considered.
2. Attendance at council meetings is encouraged by the council so the proponent may be on hand to answer questions or provide clarification to members of council on the request being sought.
3. Staff will make those requesting letters of support aware their request risks being tabled for consideration to a future meeting should questions arise and a representative is not present to answer or provide clarification.

Signed:



Mayor

28 Feb /06
Date



Chief Administrative Officer

28 Feb /06
Date