



## RESOLUTION 6 SERIES 2024

### A RESOLUTION OF THE TOWN OF RED CLIFF ADOPTING THE MUNICIPAL ISSUANCE OF LETTERS OF SUPPORT POLICY

**WHEREAS**, the Town of Red Cliff recognizes the importance of supporting external projects and initiatives that align with the municipality's goals, values, and strategic priorities; and

**WHEREAS**, clear guidelines are necessary to provide municipal staff with direction on the issuance of letters of support for such projects or initiatives without requiring board approval; and

**WHEREAS**, it is imperative to ensure transparency, accountability, and adherence to established criteria in the issuance of letters of support by municipal staff;

**NOW, THEREFORE, BE IT RESOLVED** by the Town of Red Cliff Board of Trustees that the following policy, entitled "Municipal Issuance of Letters of Support," is hereby adopted:

**PURPOSE:** This policy aims to provide guidance to municipal staff regarding the issuance of letters of support for external projects or initiatives without requiring board approval.

#### **POLICY STATEMENT:**

Eligibility: Municipal staff may issue letters of support for external projects or initiatives that align with the municipality's goals, values, and strategic priorities.

~~Criteria: Letters of support may be issued based on the following criteria:~~

- a. Alignment: The project aligns with the municipality's goals and objectives.
- b. Significance: The project or initiative has significant potential impact on the community.
- c. Benefit: The project contributes positively to the well-being or development of the municipality and its residents.

Staff Authority: Municipal staff are authorized to evaluate requests for letters of support and issue them based on the established criteria.

Documentation: Staff must maintain clear documentation of all requests received, evaluations made, and letters of support issued.

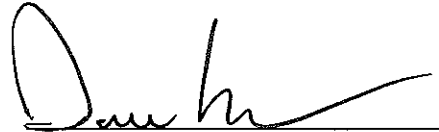
Board Notification: The board will be informed of all letters of support issued by staff at the next available meeting.

Escalation: Staff shall escalate requests that are particularly significant, controversial, or deviate from established criteria to the board for consideration and approval.

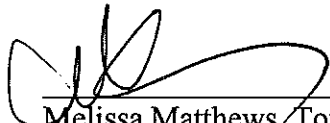
Transparency: The issuance of letters of support shall be transparent, and the rationale for each decision shall be clearly communicated to stakeholders.

**REVIEW:** This policy shall be reviewed and updated as necessary to ensure alignment with municipal objectives and best practices in governance.

INTRODUCED, ADOPTED AND RESOLVED THIS 7<sup>th</sup> DAY OF MAY, 2024.

  
Duke Gerber, Mayor

ATTEST:

  
Melissa Matthews, Town Clerk/Administrator