



COUNCIL POLICY MANUAL

Subject: Support of Other Resolutions	Approval Date: November 19, 2012	By-Law No. 1716-12
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1.12 PURPOSE

The purpose of this policy is to establish a guideline on the handling of incoming resolutions from other municipalities, associations and/or organizations.

1. APPROVAL PROCEDURE – MAYOR/COUNCIL

- a) When the Municipality receives a resolution for endorsement from any other municipality, association and/or organization, the Clerk's Office shall copy the request to the Mayor and Council's mailbox for their review.
- b) A Member of Council may, at any time, request that a resolution be brought forward for review and consideration at the next scheduled Council Meeting.
- c) Only those resolutions that are deemed to have sense of urgency and/or a direct affect on the Municipality, will be placed on a Council Agenda for consideration.
- d) If a resolution is endorsed, the action requested in the resolution shall be followed, including notification to the originating municipality. In addition, Council may direct other actions as they deem appropriate.
- e) Resolutions that are not recommended for endorsement shall be filed and retained for one year.

2. APPROVAL PROCEDURE – MAYOR

- a) If there is an urgent request (in writing) and time does not allow for a resolution to be considered at a Council Meeting, the Mayor shall be authorized to approve the request and forward a Letter of Support.

The letter shall advise that the resolution will be brought forward to the next meeting of Council and a copy of the approved Resolution will be forwarded under separate cover.