MUNICIPALITY OF THE COUNTY OF ANNAPOLIS **POLICY AND ADMINISTRATION MANUAL**	**AM-1.3.8**
Section **Procedure & Organization of Council**	Subject **Letters of Support & Acknowledgement Policy**

1.0 Purpose

The purpose of this policy is to provide a clear process for Municipal Council to provide letters of support or acknowledgement for external project proposals or grant applications.

2.0 Authority

This policy is enacted pursuant to Section 65 of the *Municipal Government Act*, as amended.

3.0 General Provisions

3.1 Municipal Council may provide a letter of support or a letter of acknowledgement for external project proposals or grant applications so long as a copy of the final proposal or application has been submitted to the Office of the Clerk sufficient to allow staff to review the proposal or application and provide a report to council to ensure that the municipality does not assume an obligation or financial commitment it has not approved.

Municipal Clerk's Annotation for Official Policy Book
I certify that this policy was adopted by Municipal Council as indicated below:

Seven (7) Day Notice ..... ***September 14, 2021***

Council Approval ..... ***September 21, 2021***

CAROLYN YOUNG ***September 21, 2021***
Municipal Clerk Date
*At **Annapolis Royal** Nova Scotia*

Approved March 19, 2013

Amendments:

2021/09/21

- **Update 3.1** to read: Municipal Council may provide a letter of support or a letter of acknowledgement for external project proposals or grant applications so long as a copy of the final proposal or application has been submitted to the Office of the Clerk sufficient to allow staff to review the proposal or application and provide a report to council to ensure that the municipality does not assume an obligation or financial commitment it has not approved; and **Remove 3.2**.