

NCLGA Letter of Support Policy

Process:

Local governments and organizations that wish to receive a letter of support from the North Central Local Government Association are invited to submit a formal request to NCLGA. Please allow up to 3 weeks to process the letter of support request.

All letter of support requests require NCLGA Board approval and are subject to the following process:

Step 1 – Staff distribute the request for support information electronically to the members of the NCLGA Executive Committee (President, First Vice President, Second Vice President, and Past President) for preliminary review and direction to staff for the development of a draft letter of support;

Step 2 - Staff email the draft letter of support, and any provided supporting materials, to NCLGA Board of Directors for a 48-hour review and comment period;

Step 3 - Staff integrate comments received, with the direction of the NCLGA Executive Committee;

Step 4 – Staff email NCLGA Board of Directors the revised version of the letter of support for decision with a 48-hour response period;

To process your request, please complete and submit the following NCLGA Letter of Support Request Form and any supporting documents to admin@nclga.ca. NCLGA staff will acknowledge receipt of the request and advise of the final decision of the NCLGA Board as soon as possible.

NCLGA Letter of Support Request Form:

Local Government/Organization: _____

Contact Person and Position: _____

Contact Person Email Address: _____

Mailing Address: _____

Topic of Request: _____

Main Activities to be Supported (please describe in 100 words or less):

Relation to NCLGA (vision, mission, values, resolutions):

Anticipated Community Benefits:

Please indicate to which organization(s) the letter of support should be addressed and their contact information. You may list multiple organizations or request a generic letter, which will be addressed to your organization.

Please advise if there is a specific date by which you need to receive the letter of support.
