

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: March 6, 2023

Subject: Request for Letters of Support Policy 1.27

RECOMMENDATION:

THAT Council approves Requests for Letters of Support Policy 1.27.

BACKGROUND:

At the February 13, 2023 Council Meeting, Administration indicated they would return with recommendations to Council for a policy and process for Mayor and Council writing letters of support or recommendation for local non-profits, individuals, businesses, or elected officials. There is currently no specific Council policy in place to provide guidance for responding to such requests.

Organizations often seek local government support for their grant applications as either a requirement of the grant application, or to demonstrate support to the decision-making body. Based on staff research, relatively few local governments in BC have adopted a formal policy on providing letters of support.

Grant applications are often prepared and submitted by organizations close to the application deadline, and the District may receive such requests without the time available before the deadline to place the request on a Regular Council meeting agenda. The attached draft policy proposes that in certain circumstances staff be authorized to prepare a letter of support to be signed by the Mayor, with the signed letter then being placed on a Council meeting agenda for information. The attached policy sets out the proposed criteria to be met in order for a letter of support to be signed through that process. If a request for a letter of support does not meet the prescribed criteria, the proposed policy includes a process for the request to be brought forward to Council for consideration. The proposed policy also requires that any request from an elected official for a letter of support be brought forward to Council for consideration.

If the grant application requests a certified resolution, and meets the criteria in the policy, the request will be brought forward "For Action" and following Council's approval, a certified resolution will be provided to the organization.

COUNCIL PRIORITY:

Strong Governance and Finances

- As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.

Respectfully Submitted,



Chelsea Smirle
Legislative Clerk/Executive Assistant



Approved for Submission to Council