

## **1.27: REQUESTS FOR LETTERS OF SUPPORT**

Established by Council on \_\_\_\_\_ Resolution No. \_\_\_\_\_

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### **PURPOSE**

From time to time the District of Mackenzie receives requests from organizations and individuals seeking a letter of support for their endeavours in connection with their application for grant funding or awards from another levels of government or a third-party organization. The purpose of this policy is to establish a process to respond to such requests and to ensure that letters of support given on behalf of the District are done so in a fair and transparent manner.

### **OBJECTIVES**

The objective of this policy is to authorize the Mayor to provide a letter of support on behalf of the District in certain circumstances, and to clarify which requests for a letter of support should be presented to Council for consideration at a Council meeting.

### **POLICY**

#### **1. DEFINITIONS**

- (a) "applicant" means the individual or organization requesting a letter of support from the District.
- (b) "District" means the District of Mackenzie.
- (c) "Council" means the municipal Council of the District.
- (d) "Letter of Support" means written correspondence from the District setting out the District's level of support for an applicant's submission for a grant, other form of funding, or an award from a third party.

#### **2. SCOPE**

This Policy applies to all members of Council and all District employees.

#### **3. POLICY STATEMENTS AND PROCESS**

- (a) All requests for a letter of support that are received from an applicant by a member of Council or by a District employee will be submitted to the Director of Corporate Services to assess and process under this Policy.

- (b) District staff may require the applicant to provide supporting documentation or additional information as necessary to assess their request for a letter of support.
- (c) If a request for a letter of support:
  - i. is from a non-profit organization or a registered charity; and
  - ii. does not involve a financial contribution or in-kind contribution from the District (i.e. facility space or staff time other than preparing the letter of support); and
  - iii. is in connection with an initiative that would be beneficial to the community; and
  - iv. does not contravene any applicable legislation or other District policy; and
  - v. would not be in competition with a grant application from the District;

then District staff may prepare a letter of support for approval and signing by the Mayor.

- (d) A copy of all letters of support signed by the Mayor under this Policy will be included for information on the next regular Council meeting agenda, subject to applicable deadlines under the Council Procedures Bylaw.
- (e) Even if the criteria in section 3 (c) (i) – (v) are satisfied, the Chief Administrative Officer or Mayor may nevertheless refer the request for a letter of support to Council for consideration at a Council meeting instead of issuing a letter of support.
- (f) If the criteria in section 3 (c) (i) – (v) are not satisfied, then District staff may respond to the applicant advising that their request does not meet the required criteria, and District staff may refer the request for a letter of support to Council for consideration at a Council meeting, subject to applicable legislation, other Council policies, and the Council Procedures Bylaw.
- (g) For certainty, any request for a letter of support from a member of Council will be referred to Council for consideration at a Council meeting and will remain subject to the *Community Charter* conflict of interest restrictions.