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|  | Policy Title: <b>Letters of Support Policy</b> | Policy No: <b>CO-017</b> |
|                                                                                   | Authority: Council                             | Classification: n/a      |
|                                                                                   | Date Adopted: October 25, 2021                 | Motion No:               |
| Historical Changes:                                                               |                                                |                          |

**Purpose:**

To authorize District staff to write letters of support requested by local organizations in support of community events and activities where specific requirements are met.

**Scope:**

This policy applies to all requests for letters of support received by the District of Sooke.

**Request Requirements:**

- 1) Requests for letters of support must include:
  - i) Project description;
  - ii) The benefit to the organization/individual and the community; and
  - iii) A brief description of the organization (membership, programs and services, how long the organization has been operating, etc.)
- 2) Requests for letters of support related to a funding application must include:
  - i) The funding source/program to which the application is being made;
  - ii) The address of the funding source/program;
  - iii) The funding amount being requested; and
  - iv) The project budget and all funding sources.
- 3) Requests for a letter of support from a “For Profit” business must also include a business background, and a minimum of two letters of reference that support previous activities and/or projects of the business requesting the letter of support.
- 4) Requests for letter of support must be submitted a minimum of three weeks prior to the date the letter is required. A request may be considered with less than three weeks notice but cannot be guaranteed.

**Principles:**

- 5) The Corporate Officer, or designate, will assess the request and determine if it needs to be considered by Council. If Council direction is required, the request will be placed on the next Regular Council Meeting agenda, unless any applicable deadline will have passed prior to that meeting.
- 6) Staff are authorized to provide a letter of support if all of the following requirements are met:

- i) The request has been received from a community group or organization located within the District of Sooke;
  - ii) The request is in respect of an application being made for regional, provincial, or federal grant programs;
  - iii) The project is consistent with the District of Sooke's strategic plan;
  - iv) The project does not contradict, compromise, or duplicate the efforts of programs and services of the District of other organizations; and
- 7) Where the District is in competition for the same grant stream, the request will be forwarded to Council for a decision.
- 8) Even if the criteria in section 2 are met, staff may refer the request to Council for a decision.
- 9) All letters of support issued by staff be placed in the next weekly council correspondence circulation for information.
- 10) The following signatures are required:
- i) The Mayor's signature is required on a general letter of support.
  - ii) The Chief Administrative Officer's signature is required for a funding-related letter of support.
  - iii) The Chief Administrative Officer's signature is required when a decision has been made not to provide a letter of support.
- 11) The District reserves the right to deny any request for a letter of support.

**References:**

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|-----------------------|------------------|
| Policy Number:        | CO-017           |
| Policy Owner:         | Council          |
| Endorsed by:          | Leadership       |
| Final Approval:       | Council          |
| Date Approved:        | October 25, 2021 |
| Review Date:          | October 25, 2026 |
| Revision Date:        |                  |
| Related Policies:     |                  |
| Related Publications: |                  |

**Contact Information:**

Position: Chief Administrative Officer