



File No. 0340-50
Administration

REQUESTS FOR LETTERS OF SUPPORT POLICY
Council Policy No. 137/19

PURPOSE:

To provide efficiency in responding to requests received from local non-profit organizations and other local governments for letters of support for grant and/or funding applications.

POLICY:

Council authorizes staff to provide a letter of support to local non-profit organizations and other local governments who request one as part of a grant/funding application requirement if the following criteria are met:

- there is no financial contribution required from the City, and
- there is no in-kind contribution (facility space or staff time) required from the City.

All requests for Letters of Support shall be submitted to the Director of Legislative and Administrative Services or designate for processing. All letters of support shall be signed by the Mayor or Acting Mayor. A copy of the letter of support will be placed on Council's Regular Agenda in the Council Information Package Section.