

	Routine Correspondence Sent from Mayor on Behalf of Council	Policy No: CO-68
	Category: Council Policy	Section: Administration
	Date Approved:	
	Approved By:	
	Historical Changes: Original Policy Approved – July 8, 2019	

1. Purpose:

The purpose of this policy is to provide authority to the Mayor, or the Deputy Mayor in the Mayor’s absence, to send, on behalf of Council, routine correspondence as defined in this policy.

2. Scope:

This Policy applies to:

- all requests from non-profit organizations or registered charities for letters of support;
- letters of gratitude sent directly from the Mayor at his or her discretion;
- letters of recognition of life events sent directly from the Mayor at his or her discretion.

3. Definitions:

Business Organization means an organization that operates with the goal of making a profit.

Correspondence, for purposes of this policy, means a letter, certificate, or greeting card.

Correspondence Package means correspondence emailed weekly in a PDF file to Council.

Letter of Support means correspondence provided to a non-profit organization or a registered charity providing support of the endeavors of the non-profit organization or registered charity.

Letter of Gratitude means correspondence provided to an individual, business organization, non-profit organization, or registered charity to express gratitude for receipt of a grant, donation, in-kind support, or gift.

Letter in Recognition of Life Event means correspondence provided to an individual, business organization, non-profit organization, or registered charity in recognition of a life event.

Life Event means a significant event or occasion that has a lasting impact. This may include receipt of an award, notable achievement or recognition, a birthday, marriage, anniversary, retirement, death of a loved one, and other events or occasions at the discretion of the Mayor.

Non-Profit Organization means association, club, or society that is not a registered charity and is organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.

Registered Charity means charitable organization, public foundation, or private foundation that is created and resident in Canada, can issue official donation receipts and does not pay income tax, whose purposes are for the relief of poverty, the advancement of education, the advancement of religion, or other purposes that benefit the community.

Routine Correspondence means a letter of support, letter of gratitude, or letter in recognition of a life event, signed by the Mayor on behalf of Council.

4. Policy Statement:

Letter of Support

The Executive Assistant will acknowledge requests for support.

The Mayor may issue a letter of support on behalf of Council and the City if the endeavour meets at least three of the following criteria and does not conflict with other City policies or initiatives:

- The request is from a Langley City-based non-profit organization or registered charity or a non-profit organization or registered charity based outside Langley City that provides services to Langley City residents;
- The request is in support of establishing a new non-profit organization or registered charity within Langley City or a non-profit organization or registered charity based outside Langley City that will provide services to Langley City residents;
- The endeavour is of direct general benefit to the overall Langley City community;
- There is no financial or in-kind cost to the City related to the specific request.

Where the request does not meet the above criteria, then it must be directed by a motion of Council.

The applicant may be required to provide documentation demonstrating that they meet the criteria.

The request must be received a minimum of five business days prior to the requestor's deadline to ensure adequate preparation time.

Letter of Gratitude

The Mayor may issue a letter of gratitude on behalf of Council and the City if the grant, donation, in-kind support, or gift is of direct general benefit to the overall Langley City community and the issuance does not conflict with other City policies or initiatives.

Letter in Recognition of Life Event

The Mayor may issue, on behalf of Council and the City, a letter in recognition of a life event at his or her discretion if there is no associated cost to the City and the issuance does not conflict with other City policies or initiatives.

Copies of routine correspondence issued by the Mayor will be circulated to Council for information in Council's weekly Correspondence Package.

5. References:

Section 116 Community Charter [SBC 2003] CHAPTER 26

Policy Number:	CO-68
Policy Owner:	CHIEF ADMINISTRATIVE OFFICER
Endorsed by:	SMT
Final Approval:	COUNCIL
Date Approved:	JULY 8, 2019
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Amendments:	
Related Policies:	FLOWERS AND CARDS PG-6; COUNCIL CORRESPONDENCE CO-66
Related Publications:	n/a